REPORT RESUMES

ED 011 978 24 AA 000 097

PITTSBURGH TECHNICAL HEALTH TRAINING INSTITUTE DEMONSTRATION PROJECT. QUARTERLY REPORT, MARCH 15, 1967.
PITTSBURGH BOARD OF PUBLIC EDUCATION, PA.

REPORT NUMBER BR-6-2015 PUB DATE 15 MAR 67
EDRS PRICE MF-$0.27 HC-$7.00 175P.

DESCRIPTORS- *PARAMEDICAL OCCUPATIONS, *NURSES, *JOB ANALYSIS, OCCUPATIONAL INFORMATION, MANPOWER DEVELOPMENT, MANPOWER UTILIZATION, STUDENT CHARACTERISTICS, *INSTRUCTIONAL IMPROVEMENT, *HEALTH SERVICES, PITTSBURGH TECHNICAL HEALTH TRAINING INSTITUTE DEMONSTRATION PROJECT, PITTSBURGH

IN A PROJECT WHOSE GENERAL OBJECTIVE IS TO FILL AN URGENT NEED FOR MORE TRAINED PERSONNEL IN THE HEALTH SERVICE OCCUPATIONS, THE ACTIVITY DESCRIBED IN THIS INTERIM REPORT WAS CONCENTRATED PRIMARILY ON JOB ANALYSIS OF THE SURGICAL TECHNICIAN, PRACTICAL NURSE, AND NURSE AIDE PROGRAMS. SPECIAL ATTENTION WAS GIVEN TO GAINING RELEVANT INFORMATION ON STUDENT CHARACTERISTICS CONSIDERED IMPORTANT FOR INSTRUCTIONAL PURPOSES. CHECK LISTS WERE DESIGNED TO GET A MEASURE OF CRITICALITY OF TASKS FROM THE REGISTERED NURSE SUPERVISORS AND INFORMATION FROM THE WORKERS IN TERMS OF ACTUALITY AND FREQUENCY OF PERFORMANCE. A THIRD SECTION OF THE CHECKLIST, GIVEN ONLY TO SUPERVISORS, WAS A BEHAVIOR RATING SCALE ON WHICH RATINGS WERE MADE OF THE TECHNICAL SKILLS AND RELEVANT ATTITUDES OF THE WORKERS. THE PRELIMINARY ANALYSIS OF THESE DATA INDICATED THAT IN MOST INSTANCES THE SUPERVISORS AND THE JOB HOLDERS AGREED ON WHICH TASKS WERE ACCEPTABLE FUNCTIONS FOR THE SPECIFIED OCCUPATION. THE RESULTS ALSO SUGGESTED THAT PARAMEDICAL EDUCATION PROGRAMS SHOULD BE DESIGNED TO FIT TASKS PRESENTLY BEING PERFORMED. (GD)

AA000097

PITTSBURGH TECHNICAL HEALTH TRAINING INSTITUTE DEMONSTRATION PROJECT

QUARTERLY REPORT.

MARCH 15, 1967

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Progress on this project
is satisfactory
Philip R. Teske
Project Coordinator, ERD, DAVR
Date 4/4/67

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FOREWORD

This report covers the activities of the Pittsburgh Technical Health Training Institute Demonstration Project for the third quarter of its operation, December 15, 1966 through March 15, 1967. Presented in substantive form, it incorporates a brief overview, report summary, background data, and an outline of the specific objectives being pursued in working toward the prime objective. The report further describes the major undertaking in this phase of the project- - the development of job analyses- - and gives the results obtained. The job analyses for practical nurse, surgical technician, and nurse aide provided bases for curriculum development.

PROJECT OVERVIEW

Title: PITTSBURGH TECHNICAL HEALTH TRAINING INSTITUTE DEMONSTRATION PROJECT

Objectives: The purpose of this project is to demonstrate a faster method of training more highly qualified workers in order to meet the exploding manpower demands in the health fields. The major objective of this demonstration project is to test and demonstrate in a pilot program the feasibility, economic soundness, and educational benefits of a broad concept for training in the health service occupations. This includes the development of a dynamic and flexible educational system for health service occupational training, innovations in instructional techniques, reorientation and training of teachers, and the development of an effective physical plan for the unification of training programs in the health service occupations.

Procedure: The first step in achieving these goals is the collection of information necessary for the development of job analysis check lists for three different health occupations. Analysis then will be made of the performances required for job execution, resulting in descriptions of essential classes of performance which need to be learned. On the basis of this information, the research team and area specialists will develop recommended objectives for the Nurse Aide, Surgical Technician, and Licensed Practical Nurse curricula, which incorporate the goals of vocational competence and individual self-fulfillment. Using these objectives, a common core curriculum will be identified and then incorporated in a comprehensive and flexible curriculum for the nurse aide occupation. Instructional materials, methods, and aids will be screened for inclusion in the program. When required, materials will be designed. In-service training will be used to orient teachers to the new curriculum. The program will be evaluated using teacher evaluations of student performance at the end of the program as well as a follow-up study of the students' on-the-job performance.

Duration of Project: July 1, 1966 through December 15, 1967

INTRODUCTION

Background: For years there has been a recognized shortage of professional and sub-professional workers in the health field. In many areas this need has become acute. A variety of surveys at national and local levels have identified job classifications for which workers in health fields are in critical demand.

As early as 1949, the School District of Pittsburgh began to take steps to help alleviate the growing shortage in the health service occupations (those job categories defined by the United States Office of Education as occupations that render supportive services to the health professions). In cooperation with the Hospital Council of Western Pennsylvania, the Pennsylvania State Employment Service, and other community agencies, the Pittsburgh Board of Public Education initiated specific training programs to meet identifiable health manpower needs. Over the past eighteen years, 3,995 students have been enrolled in these programs. Of these, 2, 555 have completed one of the health training programs, and 340 are presently enrolled. The support of such programs through the Manpower Development and Training Act and the Pennsylvania Retraining Act,has been largely responsible for achievements to date. It is clear, however, that these efforts are not sufficient to meet the rapidly increasing demands.

As a further step toward meeting these demands, the Pittsburgh Board of Public Education in 1965, obtained funds through a grant from the Department of Public Instruction of the Commonwealth of Pennsylvania to carry out a research study related to establishing a comprehensive health training institute in Pittsburgh. This study was completed in July 1966. An additional grant from the Office of Education was then received for the continuation of the research effort.

At the outset of the original project, a need survey was conducted and is described in detail in an earlier report.[1] The survey indicated the health occupations that had the greatest shortages of workers and estimated future needs. The survey results were in general agreement with those reported by other surveys, including the national survey conducted in 1966 by the American Hospital Association. The survey results, supported as they were by other surveys, led to the dcision to focus on three occupational roles in which the identified need was great. These were the practical nurse, nurse aide, and surgical technician programs.

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[1] Research and Demonstration Report on the Establishment of a Comprehensive Health Training Center (Pittsburgh: Pittsburgh Board of Public Education, 1966), 1-58.

In addition, the job classifications and specifications were examined. The research team found that the job classifications and specifications were not definite enough to be the single determinant for educational objectives. Study of the job specifications used by area health service organizations indicated that the descriptions were more appropriate for job and salary evaluation purposes than as a basis for curriculum development. The research team, therefore, recommended developing new occupational specifications rather than rely upon those in use.

The first step was the establishment of resource committees. These committees have been small working groups composed of highly qualified people who know the occupations thoroughly. Each committee served as an occupational resource that provided guidance in the analysis of each occupation.

It was found that the basic objectives of the project could not be met under the terms of the original proposal; therefore, a major effort of the research team during the second quarter was the revision of the research design. The revised plan was submitted to and approved by the Office of Education.

A program plan incorporating the revisions was then developed and the specific tasks were scheduled. Also, research personnel were assigned to each task.

The necessary rationale for curriculum development in the health training area was mapped out (Appendix A). It was decided that this rationale would be followed to determine the educational objectives for the three selected health training programs, and that the entire curriculum development process would be demonstrated using the Nurse Aide program.

Information needed for the curriculum development in the three occupations was obtained from a number of sources, including daily activity charts kept by persons on the job, interviews with job holders and job specialists, and on-the-job observations. The Pennsylvania State Employment Service regularly gathers information on the surgical technicians and nurse aides relevant to their occupational mobility. Similar information was gathered by the research staff concerning the practical nurses and food service supervisors. These data were then used to evaluate various aspects of these programs.

As a preliminary step in curriculum development, requests for information and materials were directed to medical associations, administrators of similar programs, and producers of educational materials. Interviews were held with experts in the use of educational media, and a series of film strips was purchased for inclusion in all programs requiring knowledge and skill in the nursing arts.

The in-service training of the teachers of the Health Training Center began. At the outset, this involved orienting teachers in test construction and evaluation. In addition to these seminars, the entire staff took part in a series of in-service training programs in human relations conducted by the Pittsburgh Board of Public Education.

Objectives: The general objective of the program is to fill an urgent need for more trained personnel in the health service occupations. The shortage is anticipated to be even more severe in the near future; hence, there is a heightened need to train sub-professionals quickly and well. Four specific objectives have been identified and are being pursued in the effort to meet the general need:

1. To test and demonstrate a dynamic and flexible educational system for health service occupational training, and to establish a basis for measuring results both quantitatively and qualitatively.

2. To innovate teaching methods -- programmed instruction, video tape recorders, behavioral-oriented training, stimulation or work environment -- to develop curricula for the comprehensive health training institute.

3. To provide for the required reorientation and developmental training of teachers required for this and similar health training facilities.

4. To begin to develop an effective physical plan for an educational facility for training in the health service occupations through unification of existing widely-scattered programs in one suitably equipped and staffed center.

THE DEVELOPMENT OF JOB ANALYSES

The research effort focuses upon an analysis of three health occupations in order to determine potential commonalities among their training requirements. With this information, the feasibility of developing a core curriculum will be determined. The three occupations are: licensed practical nurse; surgical technician; and nurse aide. A complete training program will be developed and demonstrated for the nurse aide occupation.

Procedure: The first step was the collection of the information necessary for job analyses. Technical behavioral check lists were constructed for nurse aides, surgical technicians, and licensed practical nurses. The items on the check lists included all tasks performed by workers in each occupation.

To insure sufficiently comprehensive check lists, information was obtained from several sources. Workers and job specialists were interviewed, hiring requirements and job specifications were secured from area hospitals, and licensure requirements for licensed practical nurses were examined to obtain additional tasks that might be performed. Daily activity charts kept by persons on the various jobs were a primary source of information necessary for the development of performance inventory forms. These forms were constructed for use by the research team in recording systematic, on-the-job observations of surgical technicians, practical nurses, and nurse aides. One hundred observations were made for each occupation. These five minute observations were carried out in large, small, and medium sized hospitals. The observers wrote a detailed step-by-step account of what the worker did during the five minutes he was being observed. These data will be analyzed further and compared with data obtained from the job analysis check lists. Systematic observations were made of practical nurses and nurse aides in a variety of settings and work assignments. Because of limitations imposed on movement in operating rooms, observers of surgical technicians spent long periods of time observing the same technicians.

For each of the three occupations investigated, a job analysis check list was constructed. One form of each check list was distributed to the individuals employed in these positions and a second form was distributed to their supervisors. These two forms consisted of the same items, but the directions were slightly different. The workers were required to indicate the frequency with which they performed each task using a three point scale ranging from "frequently" to "never." The supervisors were asked to rate the criticality of each task on a five point scale ranging from "very important," to "not important." Thus, for each task, it was possible to determine the frequency with which the task is performed by the employees and the relative importance of each task as judged by the supervisors.

In addition, the supervisors were asked to rate each worker using the behavior rating scales developed for this occupation. These scales were ratings of employee performance in these seven dimensions: meeting patient's physical needs, meeting patient's emotional needs, performing housekeeping tasks, reporting and recording, showing initiative, assuming responsibility, and maintaining satisfactory interpersonal relations. The supervisors were asked to rate each employee on each of these dimensions, using a nine point scale.

Supervisors were required to provide one additional type of information on each employee. They were asked to report a typical behavior for each subject. These data were collected using an adaptation of the Critical Incident Technique developed by Flanagan.[2]

Each participant received a packet consisting of the appropriate technical behavior check list, a description of the purpose of the instrument, and a memorandum from the Assistant Superintendent for Occupational, Vocational, and Technical Education urging the recipient's cooperation. They were instructed to return the completed data collection check lists using the stamped, self-addressed envelope provided. These packets were distributed through the nursing services of the forty-three participating hospitals.

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[2] J. C. Flanagan,"The Critical Incident Technique," Psychological Bulletin, 51: 327-357, July 1954.

Sample: The sample was composed of all available, employed graduates of the nurse aide, practical nurse, and surgical technician programs of the past two years. The subjects were obtained from a wide variety of area institutions, because graduates are working in forty-three institutions in the area.

A control group was constructed for each of the three groups by selecting an equal number of individuals in each field who had not recieved training in the public school program but who were employed in the same capacity in the participating hospitals. This control group completed the appropriate job analysis check list. The nurse supervisor of these workers completed the supervisors form of the job analysis check list to rate the criticality of the tasks.

Data Analysis: To facilitate the data analysis, weights were assigned to the frequency ratings and the criticality ratings. In the case of the frequency ratings made by the worker, a value of one was assigned to the rating "frequently," two to the rating "often," and three to the rating "never." The criticality ratings similarly were scaled with a value of one assigned to a rating of "very important," a value of five assigned to a rating of "not important." Intermediate ratings receiving values of two, three, and four. A value of six was assigned to "not a function." Thus, the lower the mean frequency rating of a task, the more frequently it is reported as being performed by the worker. The lower the mean criticality rating of an item, the more critical the supervisors feel the task is. Item means, standard deviations, and the frequency distribution of the responses, by item, then were calculated for each task.

Because the two different populations responded to different types of rating scales, it was necessary to transform the data to comparable units before proceeding with the data analysis. This was done by using a z-score transformation. In this manner, the effects of the different scale ranges and variabilities of the two responding populations were eliminated.

In order to derive an index to be used in establishing the relative emphasis each task will receive in the planned curriculum, the z-score of each task on the frequency ratings and the criticality ratings were combined in an appropriate fashion. It was deemed best to weigh these two factors equally; therefore, the z-scores were added to determine the index figure for that task.

The relationships between the supervisors' criticality ratings and the workers' frequency ratings for the tasks were determined for each of the three occuptaions. As in the case of the other data analyses, this was carried out using the IBM 7070 computer.

Results: The cooperation of the participants was impressive. Of the 1174 forms distributed, 81.3 percent were returned. Such a high rate of return is most unusual in surveys of this type and is particularly impressive in view of the time and effort required by a respondent to complete the check list. Only two returns were excluded as invalid. Thus, both the quantity and quality of the data exceeded the level found in similar investigations.

The relationships between frequency ratings of tasks and their criticality ratings were determined using Pearson Product Moment correlations. These results are presented in Table I.

TABLE I

CORRELATIONS BETWEEN CRITICALITY AND FREQUENCY

	Correlation
Practical Nurse (N=198 Tasks)	.83 **
Nurse Aide (N=198 Tasks)	.82 **
Surgical Technician (N=136 Tasks)	.27 *

** P = <.001
* P = <.01

Each of the three correlations is significant at greater than the .01 level. The correlation for practical nurses and nurse aides indicates a greater relationship between criticality and frequency ratings than does the one for surgical technicians.

The instrument covering the licensed practical nurse occupation contained 198 separate tasks, grouped into eleven major categories (see Table II). For each of the items, the percentage of supervisors who indicated the task is one to be performed by the practical nurse was calculated as was the percentage of practical nurses who reported performing each of the tasks. From these data, the mean percentage of the items in each of the eleven groups was calculated for both supervisors and practical nurses. The categories then were ranked on the basis of these separate mean percentages. A rank order correlation coefficient .87 was obtained between these two sets of rankings. This value, significant at greater than the .01 level, indicates a strong degree of agreement between the frequency with which practical nurses report performing a category of tasks and the supervisors' ratings of that task as part of the practical nurse's responsibilities.

The above procedure also was carried out for the 198 items included in the nurse aide instrument. These items were grouped into eleven categories and a similar analysis performed (see Table III). The correlation coefficient between the two sets of rankings for this group was .95, a value significant at greater than the .01 level.

As in the case of nurse aides and practical nurses, the 136 tasks included in the surgical technician instrument were grouped into eight categories and the mean percentages calculated (see Table IV). The rankings on the two sets of mean percentages yielded a correlation coefficient of .78, which was significant at greater than the .05 level.

Using the item z-scores for both frequency and criticality, an index was determined for each task for each of the three occupations by summing the two z-scores of each item. This index will be used to determine the relative emphasis to be given each task in the curricula that will be developed. These results are presented in Appendix C. These indices were derived by giving equal weight to the frequency and criticality scores of the items.

TABLE II

LICENSED PRACTICAL NURSE

CATEGORY PERCENTAGES

	Mean Percentages for Category of Tasks as Rated by -	
CATEGORIES	Registered Nurse	Licensed Practical Nurse
Position and Transport Patients	95.70%	97.38%
Patient Comfort and Personal Service	89.74%	87.79%
Treatments	75.54%	69.05%
Measuring-Gathering Recording-Reporting Data	78.79%	70.16%
Unit Operations	66.07%	69.33%
Teaching-Relating Information	54.96%	60.12%
Surgical Procedures	51.98%	31.10%
Food Service	51.01%	56.33%
Set Up, Operate, and Service Equipment	49.44%	48.69%
Medications	37.82%	37.74%
Housekeeping	29.00%	44.30%

TABLE III

NURSE AIDE

CATEGORY PERCENTAGES

CATEGORIES	Mean Percentages for Category of Tasks as Rated by -	
	Registered Nurse	Nurse Aide
Patient Comfort and Personal Service	80.29%	80.92%
Position and Transport Patients	74.00%	91.00%
Unit Operations	52.90%	60.00%
Measuring-Gathering Recording-Reporting Data	50.50%	56.60%
Housekeeping	48.30%	55.30%
Teaching-Relating Information	44.70%	39.70%
Set Up, Operate, and Service Equipment	36.30%	29.90%
Treatments	35.60%	34.30%
Food Service	33.40%	37.00%
Surgical Procedures	23.70%	19.00%
Medications	10.90%	6.50%

TABLE IV

SURGICAL TECHNICIAN

CATEGORY PERCENTAGES

CATEGORIES	Mean Percentages for Category of Tasks as Rated by - Registered Nurse	Surgical Technician
Obtaining Equipment and Supplies	82.9%	96.3%
Medical - Surgical	80.7%	92.5%
Assembling Equipment and Supplies	80.5%	98.1%
Position and Transport Patients	78.1%	91.6%
Maintaining Equipment and Supplies	75.6%	92.8%
Requesting Equipment and Supplies	73.5%	92.2%
Administrative - Clerical	73.4%	85.6%
Housekeeping	61.8%	79.5%

The tasks reported as performed by more than fifty percent of the workers and judged by more than fifty percent of the registered nurse supervisors to be a function of the worker were analyzed. These tasks were sorted into three categories depending upon whether the task was related most closely to people, data, or things. Of the total of 198 tasks on the practical nurse check list, 107 (54%) met the cut-off criterion. In the case of the nurse aide tasks, 83 (41%) met the criterion. The percentages of each group's tasks which fell into the three categories are reported in Table V.

TABLE V

THE PERCENTAGE OF TASKS PERFORMED ACCORDING TO THE CATEGORIES OF PEOPLE, DATA, AND THINGS

	Licensed Practical Nurse Tasks (N=107)	Nurse Aide Tasks (N=83)
People	53%	46%
Data	27%	19%
Things	20%	35%

The distribution of the tasks of the two occupations across the three categories differs considerably. $(x^2 = 5.87;\ df = 2;\ .10 > p > .05)$. The practical nurse, who has a higher level of training, has higher percentages of tasks in the "people" and "data" categories than the nurse aide; the nurse aide has a higher percentage of tasks in the "things" category than the practical nurse.

Further investigation of these data revealed that of the eighty-three items meeting the criteria for the nurse aide, all but seven also met the criteria for the practical nurse. Thus, nearly all the tasks commonly assigned to the nurse aide and performed by her were also assigned to and performed by the practical nurse. The practical nurse's tasks include most of these performed by the nurse aide, but are extended to encompass some patient treatment and data collection.

Discussion: The 81.3 percent return of the job analysis check lists is considered a high return and may be accounted for by the method distribution. The questionnaires were distributed through the nursing service departments of the hospitals, because many of the nursing service personnel had indicated previously their great interest in the research project by cooperating in other aspects of it. To insure participants that their responses would be kept confidential, the check lists were mailed directly to the research team.

There is evidence that very few of the subjects responded carelessly or thoughtlessly to the items. For example, on certain items which are appropriate only for aphysician, all subjects checked the task as not a function for the specified occupation. A further indication of the validity of the responses is shown through a consistent agreement between supervisors' and workers' ratings that could not occur with many random or careless responses.

The percentage of supervisors reporting the task as a function for the workers and the percentage of the workers who reported performing the tasks are similar for the majority of the tasks. This is indicated by the high coefficient of correlation obtained between the mean percentages for supervisors and the mean percentages for workers.

On few items, there is a substantial discrepancy between the percentage of supervisors who consider the duties as those of the worker and in the percentage of workers who report performing the duties. These duties tend to be at the extremes in patient safety; that is, on the one extreme, a large number of each of the three types of workers report performing many menial tasks while a relatively small percentage of the supervisors consider these menial tasks to be their functions. At the other extreme, many supervisors indicate that many administrative duries and tasks in patient care should not be performed by the workers, although a large percentage of the workers report they are performing them. The overlap may be transitional, a result of occupational roles emerging and merging.

Conclusions, Implications: Because this is an interim report, few conclusions and inferences can be drawn at this time. The check lists seemed to provide a valid and reliable source of information.

In addition, it was concluded that a transition in job roles could be anticipated from the study of discrepancies in the supervisors' opinions as to the legitimacy of workers' functions and the number of persons reporting that they actually perform the function.

Also, it was concluded that the results of the analyses provide a firm basis for following the previously specified rationale for curriculum development. Evidence that paramedical workers are expected,on occasion, to extend themselves beyond their training level in providing patient care support two major efforts of this project -- that all programs should be strengthened as much as possible within the time limits allowable, and that special consideration should be given to all educational methods that would facilitate learning at this intensified pace.

Data on Students: Some of the student characteristics that might affect success in the training programs or on-the-job performance are being examined. Data available on students who have entered the program during the past two years are being analyzed. At this time, the mean intelligence quotient, reading level, chronological age, and marital status are available for each enrollee of the surgical technician, practical nurse, and nurse aide program. These are presented in Table VI.

Because of a high student attrition rate in the practical nursing program, effort is being made to collect pertinent data on both dropouts and graduates. A system for coding relevant information from permanent records, interview forms, and letters of application was developed. These data are now on the forms and are also ready to be analyzed.

TABLE VI

STUDENT CHARACTERISTICS

Mean		Practical Nurses	Nurse Aides	Surgical Technicians
		(242)	(523)	(193)
Otis I.Q.		102 (N=237)	91.8 (N=502)	105 (N=175)
Reading Level		9.82 (N=233)	9.93 (N=211)	11.19 (N=161)
Age		28.8 (N=241)	26.31 (N=518)	23 (N=125)
Highest Grade Completed		12 (N=242)	11.05 (N=323)	11.97 (N=183)
Marital Status				
	Single	131	303	125
	Married	95	187	38
	Divorced	6	1	0
	Separated	6	18	0
	Widowed	4	10	0
	Unknown	0	4	20

REPORT SUMMARY

In working toward the project objective -- that of providing more and better trained personnel for the paramedical field -- the activity for the third period was concentrated primarily on job analyses, with attention given to gaining relevant information on student characteristics considered important for instructional purposes. This report reviews the results obtained from check lists for job analyses that were developed for and delivered to 1174 registered nurse supervisors, nurse aides, licensed practical nurses, and surgical technicians. The check lists were designed to get a measure of criticality of tasks from the registered nurse supervisors, and information from the workers as to whether they actually perform the tasks and how frequently. The data also included the percent of workers who report the tasks as appropriate functions. A third section of the check list, given only to supervisors, was a behavior rating scale.on which ratings were made of the technical skills and relevant attitudes of the workers. The preliminary analysis of these data indicate that in most instances the registered nurse supervisors and the job holders agree on which tasks are acceptable functions for the specified occupation. These data also provide the desired index for determining the emphasis that will be placed on the teaching of various tasks.

The results suggest that future paramedical workers should be receiving the instructions necessary to prepare them for the tasks which, whether through a shortage of other workers or through other causes, the present workers report as tasks they now do. Through such training, the workers' occupational levels will be upgraded, the specific tasks will be considered within their appropriate sphere, and both they and the hospitals will benefit by their having taught the prescribed methods of performing the tasks.

A study of recent graduates on the basis of Intelligence Quotient, reading level, age, educational background, and marital status was conducted during this quarter. The information collected in this study will provide essential data needed in developing an appropriate curriculum.

PLANS FOR THE NEXT QUARTER

Working with the data obtained from the job analyses, the research team's major activity during the next quarter will be directed toward the development of training objectives. Once these objectives are specified, then the focus of the research will be directed toward identifying the attitudes, knowledges,and skills required to meet the specified objectives. The curriculum units or instructional situations aimed at achieving the previously identified objectives will be evolved from this analysis.

The method to be used in evaluating the curriculum demonstration will be planned in detail.

The plan for inservice training for instructors also will be specified.

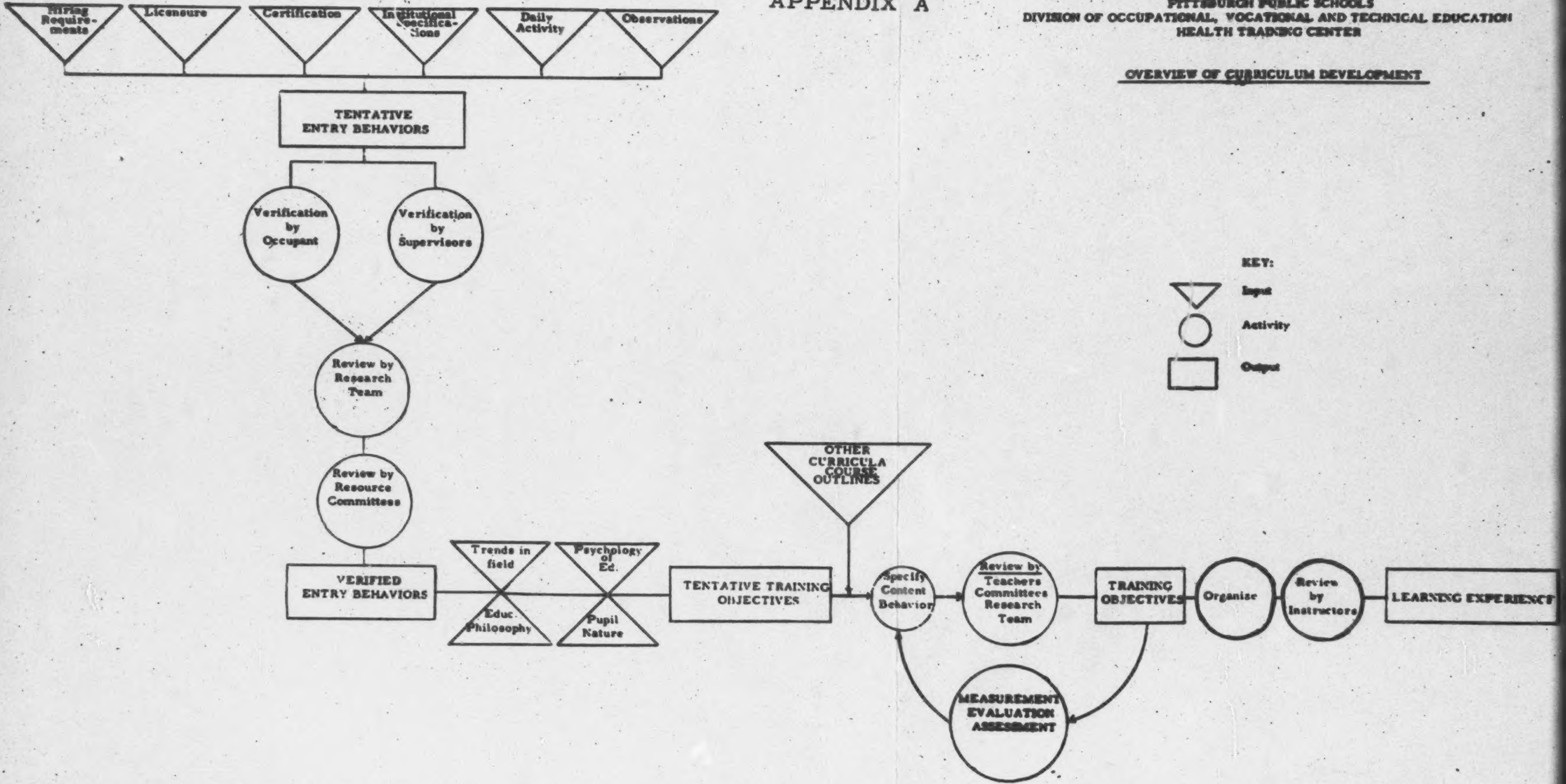
APPENDIX A

SCHEMATIC REPRESENTATION OF THE RATIONALE FOR CURRICULUM DEVELOPMENT

APPENDIX A

PITTSBURGH PUBLIC SCHOOLS
DIVISION OF OCCUPATIONAL, VOCATIONAL AND TECHNICAL EDUCATION
HEALTH TRAINING CENTER

OVERVIEW OF CURRICULUM DEVELOPMENT


Hiring Requirements
Licensure
Certification
Institutional Specifications
Daily Activity
Observations
TENTATIVE ENTRY BEHAVIORS
Verification by Occupant
Verification by Supervisors
Review by Research Team
Review by Resource Committees
VERIFIED ENTRY BEHAVIORS
Trends in field
Educ. Philosophy
Psychology of Ed.
Pupil Nature
TENTATIVE TRAINING OBJECTIVES
OTHER CURRICULA COURSE OUTLINES
Specify Content Behavior
Review by Teachers Committees Research Team
TRAINING OBJECTIVES
MEASUREMENT EVALUATION ASSESSMENT
Organize
Review by Instructors
LEARNING EXPERIENCE
KEY:
Input
Activity
Output

APPENDIX B

JOB ANALYSIS CHECK LISTS USED TO SURVEY LICENSED PRACTICAL NURSES, NURSE AIDES, AND SURGICAL TECHNICIANS AND THE MEMORANDUM ACCOMPANYING EACH

PITTSBURGH PUBLIC SCHOOLS
DIVISION OF OCCUPATIONAL, VOCATIONAL, AND TECHNICAL EDUCATION
HEALTH TRAINING INSTITUTE

TO: Licensed Practical Nurses in Pittsburgh Area Hospitals

FROM: Louis J. Kishkunas, Assistant Superintendent for Occupational, Vocational, and Technical Education

DATE: January 9, 1967

SUBJECT: JOB ANALYSIS QUESTIONNAIRE

The Pittsburgh Board of Public Education is presently engaged in research which has as its goal the development of new and improved training methods for licensed practical nurses. In order to accomplish this goal, it is necessary to have certain information regarding the job activities of licensed practical nurses.

I am enclosing a questionnaire form designed to help us collect the needed data. I would appreciate your completion of the questionnaire and its return to me. If possible, I would like to receive the completed questionnaire by January 20, 1967. Mail the completed forms directly to

Board of Public Education
Health Research Team
O. V. T. Center
635 Ridge Avenue
Pittsburgh, Pennsylvania 15212

in the enclosed self-addressed stamped envelope.

Thank you for your cooperation and for your prompt return of the completed questionnaire.

Enclosures

LICENSED PRACTICAL NURSE

This form is designed to gain information about licensed practical nurses as part of a research study being conducted by the Pittsburgh Board of Public Education, Division of Occupational, Vocational, and Technical Education for the United States Department of Health, Education, and Welfare. The information you provide will be used for research and statistical purposes only, and will never become a part of your record.

The purpose of the study is to investigate the performance of licensed practical nurses. In addition, the information gleaned from the study will provide the school with a guide for tying their training program more closely to the job requirements.

Your full cooperation is appreciated.

Name______________________________ Telephone____________

Address____

Employed at__________________________ Job______________

Department__________________________ Supervisor____________

Where did you train for your job?

School__________________________________

Hospitals_______________________________

Type of Training:

1. On-The-Job Training ____
2. In-Service Training + On-The-Job ____
3. Classroom + On-The-Job Training ____
4. Classroom + Supervised Clinical Training ____

Date Training Was Completed____________________________

Experience as an LPN __________________ Years________ Months

1.	Perform unit admitting procedures	1	2	3	4	5	6	7
2.	Assist with unit admitting procedures	1	2	3	4	5	6	7
3.	Perform unit discharge procedures	1	2	3	4	5	6	7
4.	Assist with unit discharge procedures	1	2	3	4	5	6	7
5.	Attend unit report	1	2	3	4	5	6	7
6.	Take notes on unit report	1	2	3	4	5	6	7
7.	Complete newborn nursery admission procedure, such as: footprints, weight, bath	1	2	3	4	5	6	7
8.	Assist with newborn nursery admission procedure	1	2	3	4	5	6	7
9.	Show babies	1	2	3	4	5	6	7
10.	Set up for bedside religious rites	1	2	3	4	5	6	7
11.	Deliver messages	1	2	3	4	5	6	7
12.	Read to patient	1	2	3	4	5	6	7
13.	Refer patient to social service agency	1	2	3	4	5	6	7
14.	Make charge slips	1	2	3	4	5	6	7
15.	Make credit slips	1	2	3	4	5	6	7
16.	Sort credit slips	1	2	3	4	5	6	7
17.	Sort charge slips	1	2	3	4	5	6	7
18.	Answer patient call	1	2	3	4	5	6	7
19.	Instruct patient in simple hygiene procedure	1	2	3	4	5	6	7
20.	Assist in teaching patient simple hygiene	1	2	3	4	5	6	7
21.	Teach patient to inject his own insulin	1	2	3	4	5	6	7
22.	Deliver mail	1	2	3	4	5	6	7
23.	Deliver flowers	1	2	3	4	5	6	7
24.	Make routine security check	1	2	3	4	5	6	7
25.	Process patient's valuables	1	2	3	4	5	6	7
26.	Explain patient condition to family	1	2	3	4	5	6	7

7.	Obtain patient signatures	1	2	3	4	5	6	7
8.	Run personal errands for patients	1	2	3	4	5	6	7
9.	Prepare requisitions for unit supplies	1	2	3	4	5	6	7
0.	Fill out X-Ray requisitions	1	2	3	4	5	6	7
1.	Fill out lab requisitions	1	2	3	4	5	6	7
2.	Assist in enforcing visiting hours	1	2	3	4	5	6	7
3.	Count unit supplies	1	2	3	4	5	6	7
4.	Record count	1	2	3	4	5	6	7
5.	Make narcotic count	1	2	3	4	5	6	7
6.	Assist in narcotic count	1	2	3	4	5	6	7
7.	Maintain unit supply level	1	2	3	4	5	6	7
8.	Deliver supplies	1	2	3	4	5	6	7
9.	Dust floor in patient's room	1	2	3	4	5	6	7
0.	Clean discharged patient's unit	1	2	3	4	5	6	7
1.	Make unoccupied bed	1	2	3	4	5	6	7
2.	Make occupied bed	1	2	3	4	5	6	7
3.	Make post-operative bed	1	2	3	4	5	6	7
.	Disinfect bathrooms	1	2	3	4	5	6	7
5.	Wash glasses and pitchers	1	2	3	4	5	6	7
.	Clean utility area	1	2	3	4	5	6	7
7.	Clean oxygen equipment	1	2	3	4	5	6	7
.	Clean aspiration equipment	1	2	3	4	5	6	7
.	Sterilize instruments	1	2	3	4	5	6	7
.	Separate laundry	1	2	3	4	5	6	7
.	Fold laundry	1	2	3	4	5	6	7
.	Stock laundry	1	2	3	4	5	6	7
.	Collect and return items to laundry	1	2	3	4	5	6	7

54.	Check food trays against patient diet list	1	2	3	4	5	6	7
55.	Help patients plan for special diets	1	2	3	4	5	6	7
56.	Collect and return items to central supply	1	2	3	4	5	6	7
57.	Make diet substitutions	1	2	3	4	5	6	7
58.	Change diet from liquid to soft	1	2	3	4	5	6	7
59.	Prepare meals	1	2	3	4	5	6	7
60.	Prepare snacks	1	2	3	4	5	6	7
61.	Make infant formula	1	2	3	4	5	6	7
62.	Put food on trays	1	2	3	4	5	6	7
63.	Position patient for meals	1	2	3	4	5	6	7
64.	Fill infant bottles	1	2	3	4	5	6	7
65.	Assist patients in eating	1	2	3	4	5	6	7
66.	Serve regular meals	1	2	3	4	5	6	7
67.	Serve snacks	1	2	3	4	5	6	7
68.	Feed babies	1	2	3	4	5	6	7
69.	Provide water service	1	2	3	4	5	6	7
70.	Ask patient about condition	1	2	3	4	5	6	7
71.	Report observations	1	2	3	4	5	6	7
72.	Record observations	1	2	3	4	5	6	7
73.	Report treatments to R. N.	1	2	3	4	5	6	7
74.	Record treatments	1	2	3	4	5	6	7
75.	Record medications	1	2	3	4	5	6	7
76.	Put information on patient's chart	1	2	3	4	5	6	7
7.	Take the fetal heart tone	1	2	3	4	5	6	7
8.	Take temperature	1	2	3	4	5	6	7
9.	Take pulse	1	2	3	4	5	6	7
0.	Take respiration	1	2	3	4	5	6	7

1.	Record TPR	1	2	3	4	5	6	7	
2.	Take blood pressure	1	2	3	4	5	6	7	
3.	Record blood pressure	1	2	3	4	5	6	7	
4.	Weigh patient	1	2	3	4	5	6	7	
5.	Obtain an apical pulse	1	2	3	4	5	6	7	
6.	Take vital signs following anesthesia	1	2	3	4	5	6	7	
7.	Collect sputum specimen	1	2	3	4	5	6	7	
8.	Collect urine specimen	1	2	3	4	5	6	7	
9.	Collect stool specimen	1	2	3	4	5	6	7	
0.	Deliver specimen	1	2	3	4	5	6	7	
1.	Perform clinitest	1	2	3	4	5	6	7	
2.	Record results of clinitest	1	2	3	4	5	6	7	
3.	Strain urine for stones	1	2	3	4	5	6	7	
4.	Insert tube for gastric specimen	1	2	3	4	5	6	7	
5.	Measure intake and output	1	2	3	4	5	6	7	
6.	Record intake and output	1	2	3	4	5	6	7	
7.	Report unusual incidents	1	2	3	4	5	6	7	
8.	Write reports of incidents	1	2	3	4	5	6	7	
9.	Record condition of skin	1	2	3	4	5	6	7	
00.	Record appearance of body discharges	1	2	3	4	5	6	7	
01.	Assist physician with rounds	1	2	3	4	5	6	7	
02.	Take verbal order from doctor for medication or treatment	1	2	3	4	5	6	7	
03.	Carry out doctor's verbal orders for medication or treatment	1	2	3	4	5	6	7	
04.	Record doctor's orders	1	2	3	4	5	6	7	
05.	Drape patient for examination	1	2	3	4	5	6	7	

106. Change dressings	1	2	3	4	5	6	7	
07. Apply external medicine	1	2	3	4	5	6	7	
08. Perform rectal examination of patient in labor	1	2	3	4	5	6	7	
09. Scrub for surgery	1	2	3	4	5	6	7	
10. Scrub for obstetrics	1	2	3	4	5	6	7	
11. Circulate in operating room	1	2	3	4	5	6	7	
12. Assist physician in gowning	1	2	3	4	5	6	7	
13. Do pre-operative shaving	1	2	3	4	5	6	7	
14. Assist with pre-operative care	1	2	3	4	5	6	7	
15. Hold and hand instruments	1	2	3	4	5	6	7	
16. Assemble instrument packs	1	2	3	4	5	6	7	
17. Observe isolation techniques	1	2	3	4	5	6	7	
18. Check drainage tubes	1	2	3	4	5	6	7	
19. Check patients for bleeding	1	2	3	4	5	6	7	
20. Assist patient in postural drainage	1	2	3	4	5	6	7	
21. Give enema	1	2	3	4	5	6	7	
22. Empty catheter collection bag	1	2	3	4	5	6	7	
23. Insert rectal suppositories	1	2	3	4	5	6	7	
24. Insert vaginal suppositories	1	2	3	4	5	6	7	
25. Administer vaginal douche	1	2	3	4	5	6	7	
26. Give urinary bladder instillations	1	2	3	4	5	6	7	
27. Give urinary bladder irrigations	1	2	3	4	5	6	7	
28. Catheterize patient	1	2	3	4	5	6	7	
29. Insert indwelling catheter	1	2	3	4	5	6	7	
30. Care for colostomy	1	2	3	4	5	6	7	
31. Care for tracheotomy	1	2	3	4	5	6	7	
32. Give sitz bath	1	2	3	4	5	6	7	

33.	Remove nasal pack	1	2	3	4	5	6	7	
34.	Remove fecal impaction	1	2	3	4	5	6	7	
35.	Give perineal care	1	2	3	4	5	6	7	
36.	Give post-partum care	1	2	3	4	5	6	7	
37.	Give breast care to new mother	1	2	3	4	5	6	7	
38.	Apply binders	1	2	3	4	5	6	7	
39.	Assist patient with exercises	1	2	3	4	5	6	7	
40.	Assist patients in walking	1	2	3	4	5	6	7	
41.	Dangle patients	1	2	3	4	5	6	7	
42.	Prepare hot and cold compresses	1	2	3	4	5	6	7	
43.	Apply hot and cold compresses	1	2	3	4	5	6	7	
44.	Apply Ace bandage	1	2	3	4	5	6	7	
45.	Apply poultices and plasters	1	2	3	4	5	6	7	
46.	Order prescription from pharmacy	1	2	3	4	5	6	7	
47.	Compute fractional doses of medicine	1	2	3	4	5	6	7	
48.	Pour oral medication	1	2	3	4	5	6	7	
49.	Give oral medication	1	2	3	4	5	6	7	
50.	Put medication in the eye, ear, or nose	1	2	3	4	5	6	7	
51.	Care for incontinent patient	1	2	3	4	5	6	7	
52.	Administer post-mortem care	1	2	3	4	5	6	7	
53.	Administer narcotics	1	2	3	4	5	6	7	
54.	Give immunizations	1	2	3	4	5	6	7	
55.	Give subcutaneous injections	1	2	3	4	5	6	7	
56.	Give intramuscular injections	1	2	3	4	5	6	7	
57.	Dress and undress patient	1	2	3	4	5	6	7	
58.	Furnish bedpan/urinal service	1	2	3	4	5	6	7	
59.	Give oral hygiene	1	2	3	4	5	6	7	

60.	Give oral hygiene to an unconscious patient	1	2	3	4	5	6	7	
61.	Give back rub	1	2	3	4	5	6	7	
62.	Shampoo patient's hair	1	2	3	4	5	6	7	
63.	Care for patient's hair and nails	1	2	3	4	5	6	7	
64.	Bathe patient	1	2	3	4	5	6	7	
65.	Bathe patient in an oxygen tent	1	2	3	4	5	6	7	
66.	Operate autoclave	1	2	3	4	5	6	7	
67.	Prepare tray for prep team	1	2	3	4	5	6	7	
68.	Set up croupette	1	2	3	4	5	6	7	
69.	Service croupette	1	2	3	4	5	6	7	
70.	Adjust bed rails	1	2	3	4	5	6	7	
71.	Apply rubber or cotton rings	1	2	3	4	5	6	7	
72.	Set up oxygen equipment	1	2	3	4	5	6	7	
73.	Regulate oxygen equipment	1	2	3	4	5	6	7	
74.	Administer oxygen	1	2	3	4	5	6	7	
75.	Administer an electro-cardiograph	1	2	3	4	5	6	7	
76,	Assist with electro-cardiograph	1	2	3	4	5	6	7	
77.	Take X-Ray pictures	1	2	3	4	5	6	7	
78.	Assist in taking X-Ray pictures	1	2	3	4	5	6	7	
9.	Set up aspirator	1	2	3	4	5	6	7	
0.	Aspirate patient	1	2	3	4	5	6	7	
1.	Suction patient	1	2	3	4	5	6	7	
2.	Regulate flow of blood transfusions	1	2	3	4	5	6	7	
3.	Discontinue I. V. solutions	1	2	3	4	5	6	7	
4.	Add additional solution to continue I. V.	1	2	3	4	5	6	7	
5.	Start an I. V. solution	1	2	3	4	5	6	7	
6.	Check flow of I. V.	1	2	3	4	5	6	7	

LICENSED PRACTICAL NURSE

INSTRUCTIONS:

Frequency - Check column that shows how often you do each task.

Frequently - A task you do several times each week.

Occasionally - A task you do once a week or less

Learned - Check the column that shows where you learned this task or if you have not been taught this task.

	FREQUENCY			LEARNED			
TASKS	Frequently	Occasionally	Never	During Practical Nurse Training Course	By attending In-Service classes	By observing or practice on the job	Have not been taught this task
EXAMPLES:							
A. Set up oxygen equipment (Answers show this task is done once a week or less, and was learned by practice on the job.)	1	2 ✓	3	4	5	6 ✓	7
B. Prescribe medication (Answers show this task is never done, and was not taught.)	1	2	3 ✓	4	5	6	7 ✓
C. Record intake and output (Answers show this task was learned either in class or clinical phase of training course and is done several times each week.)	1 ✓	2	3	4 ✓	5	6	7

87. Set up bone fracture equipment	1	2	3	4	5	6	7
88. Assist in putting on braces	1	2	3	4	5	6	7
89. Adjust traction apparatus	1	2	3	4	5	6	7
90. Apply artificial limbs	1	2	3	4	5	6	7
91. Remove artificial limbs	1	2	3	4	5	6	7
92. Apply arm slings	1	2	3	4	5	6	7
93. Apply restraints	1	2	3	4	5	6	7
94. Apply tourniquet	1	2	3	4	5	6	7
	1	2	3	4	5	6	7

and is done several times each week.)

187.	Set up bone fracture equipment	1	2	3	4	5	6	7
188.	Assist in putting on braces	1	2	3	4	5	6	7
189.	Adjust traction apparatus	1	2	3	4	5	6	7
190.	Apply artificial limbs	1	2	3	4	5	6	7
191.	Remove artificial limbs	1	2	3	4	5	6	7
192.	Apply arm slings	1	2	3	4	5	6	7
193.	Apply restraints	1	2	3	4	5	6	7
194.	Apply tourniquet	1	2	3	4	5	6	7
195.	Position patient	1	2	3	4	5	6	7
196.	Lift patient to bed, chair, or table	1	2	3	4	5	6	7
197.	Assist in restraining patient	1	2	3	4	5	6	7
198.	Transport patient in wheelchair or carriage	1	2	3	4	5	6	7

PITTSBURGH PUBLIC SCHOOLS
DIVISION OF OCCUPATIONAL, VOCATIONAL AND TECHNICAL EDUCATION
HEALTH TRAINING INSTITUTE

TO: Licensed Practical Nurse Supervisors in Pittsburgh Area Hospitals

FROM: Louis J. Kishkunas, Assistant Superintendent for Occupational, Vocational, and Technical Education

DATE: January 9, 1967

SUBJECT: JOB ANALYSIS QUESTIONNAIRE

The Pittsburgh Board of Public Education is presently engaged in research which has as its goal the development of new and improved training methods for licensed practical nurses. In order to accomplish this goal, it is necessary to have certain information regarding the job activities of licensed practical nurses.

I am enclosing a questionnaire form designed to help us collect the needed data. I would appreciate your completion of the questionnaire and its return to me. If possible, I would like to receive the completed questionnaire by January 20, 1967. Mail the completed forms directly to

Board of Public Education
Health Research Team
O. V. T. Center
635 Ridge Avenue
Pittsburgh, Pennsylvania 15212

in the enclosed self-addressed stamped envelope.

Thank you for your cooperation and for your prompt return of the completed questionnaire.

Enclosures

PITTSBURGH PUBLIC SCHOOLS
DIVISION OF OCCUPATIONAL, VOCATIONAL & TECHNICAL EDUCATION
HEALTH TRAINING INSTITUTE

PITTSBURGH TECHNICAL HEALTH TRAINING INSTITUTE DEMONSTRATION PROJECT

This form is designed to help you in giving us a report on the job performance of ________________________________ in connection with a research study being conducted by the Pittsburgh Board of Public Education, Division of Occupational, Vocational, and Technical Education, for the United States Department of Health, Education, and Welfare. The information you provide will be used for research and statistical purposes only, and will never become part of the individual's record.

The purpose of the study is to investigate the performance of licensed practical nurses. In addition, the information gleaned from the study will provide the school with a guide for tying their training program more closely to the job requirements.

Your full cooperation is appreciated.

NAME____

POSITION______________________________________

INSTITUTION____________________ DEPARTMENT____________

YEARS EXPERIENCE_______________________________

DEGREE_______________________________________

NUMBER OF PERSONS YOU SUPERVISE____________________

REPORT OF TYPICAL BEHAVIOR

During the past three or four days there has probably been a time when ______________________________ has said or done something which impressed you as being indicative of his/her typical behavior on the job. Please think of the last time such an incident occurred and then complete the following form.

- - - - - - - - - - - - - - - - - - -

1. What led up to the event? Please describe the circumstances which led up to the event in as much detail as possible.

2. Exactly what did the employee say or do that impressed you as being typical of his/her on-the-job behavior?

3. a. If this behavior was effective in accomplishing the task assigned, why in your opinion was this behavior effective?

   b. If this behavior was ineffective in accomplishing the task assigned, what in your opinion should he/ she have done?

LICENSED PRACTICAL NURSE

Rating of____

Directions: The following set of scales represent a wide variety of tasks that licensed practical nurses perform. Please indicate where the person named rates on each of these scales by circling the appropriate number. Notice that a rating of one (1) indicates completely inadequate performance in a given area while a rating of nine (9) indicates superior performance in this area. A rating of five (5) indicates average performance. The scales are independent so it is possible for a person to rate high on one scale and still rate low on another.

Meeting patients' physical needs

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9
Inadequate Average Superior

Meeting patients' emotional needs

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9
Inadequate Average Superior

Performing housekeeping tasks

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9
Inadequate Average Superior

Reporting and recording

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9
Inadequate Average Superior

Showing initiative

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9
Inadequate Average Superior

Assuming responsibility

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9
Inadequate Average Superior

Maintaining satisfactory interpersonal relations

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9
Inadequate Average Superior

1.	Perform unit admitting procedures	1	2	3	4	5	6	7
2.	Assist with unit admitting procedures	1	2	3	4	5	6	7
3.	Perform unit discharge procedures	1	2	3	4	5	6	7
4.	Assist with unit discharge procedures	1	2	3	4	5	6	7
5.	Attend unit report	1	2	3	4	5	6	7
6.	Take notes on unit report	1	2	3	4	5	6	7
7.	Complete newborn nursery admission procedure, such as: footprints, weight, bath	1	2	3	4	5	6	7
8.	Assist with newborn nursery admission procedure	1	2	3	4	5	6	7
9.	Show babies	1	2	3	4	5	6	7
10.	Set up for bedside religious rites	1	2	3	4	5	6	7
11.	Deliver messages	1	2	3	4	5	6	7
12.	Read to patient	1	2	3	4	5	6	7
13.	Refer patient to social service agency	1	2	3	4	5	6	7
14.	Make charge slips	1	2	3	4	5	6	7
15.	Make credit slips	1	2	3	4	5	6	7
16.	Sort credit slips	1	2	3	4	5	6	7
17.	Sort charge slips	1	2	3	4	5	6	7
18.	Answer patient call	1	2	3	4	5	6	7
19.	Instruct patient in simple hygiene procedure	1	2	3	4	5	6	7
20.	Assist in teaching patient simple hygiene	1	2	3	4	5	6	7
21.	Teach patient to inject his own insulin	1	2	3	4	5	6	7
22.	Deliver mail	1	2	3	4	5	6	7
23.	Deliver flowers	1	2	3	4	5	6	7
24.	Make routine security check	1	2	3	4	5	6	7
25.	Process patient's valuables	1	2	3	4	5	6	7
26.	Explain patient condition to family	1	2	3	4	5	6	7

27.	Obtain patient signatures	1	2	3	4	5	6	7
28.	Run personal errands for patients	1	2	3	4	5	6	7
29.	Prepare requisitions for unit supplies	1	2	3	4	5	6	7
30.	Fill out X-Ray requisitions	1	2	3	4	5	6	7
31.	Fill out lab requisitions	1	2	3	4	5	6	7
32.	Assist in enforcing visiting hours	1	2	3	4	5	6	7
33.	Count unit supplies	1	2	3	4	5	6	7
34.	Record count	1	2	3	4	5	6	7
35.	Make narcotic count	1	2	3	4	5	6	7
36.	Assist in narcotic count	1	2	3	4	5	6	7
37.	Maintain unit supply level	1	2	3	4	5	6	7
38.	Deliver supplies	1	2	3	4	5	6	7
39.	Dust floor in patient's room	1	2	3	4	5	6	7
40.	Clean discharged patient's unit	1	2	3	4	5	6	7
41.	Make unoccupied bed	1	2	3	4	5	6	7
42.	Make occupied bed	1	2	3	4	5	6	7
43.	Make post-operative bed	1	2	3	4	5	6	7
44.	Disinfect bathrooms	1	2	3	4	5	6	7
45.	Wash glasses and pitchers	1	2	3	4	5	6	7
46.	Clean utility area	1	2	3	4	5	6	7
47.	Clean oxygen equipment	1	2	3	4	5	6	7
48.	Clean aspiration equipment	1	2	3	4	5	6	7
49.	Sterilize instruments	1	2	3	4	5	6	7
50.	Separate laundry	1	2	3	4	5	6	7
51.	Fold laundry	1	2	3	4	5	6	7
52.	Stock laundry	1	2	3	4	5	6	7
53.	Collect and return items to laundry	1	2	3	4	5	6	7

54.	Check food trays against patient diet list	1	2	3	4	5	6	7
55.	Help patients plan for special diets	1	2	3	4	5	6	7
56.	Collect and return items to central supply	1	2	3	4	5	6	7
57.	Make diet substitutions	1	2	3	4	5	6	7
58.	Change diet from liquid to soft	1	2	3	4	5	6	7
59.	Prepare meals	1	2	3	4	5	6	7
60.	Prepare snacks	1	2	3	4	5	6	7
61.	Make infant formula	1	2	3	4	5	6	7
62.	Put food on trays	1	2	3	4	5	6	7
63.	Position patient for meals	1	2	3	4	5	6	7
64.	Fill infant bottles	1	2	3	4	5	6	7
65.	Assist patients in eating	1	2	3	4	5	6	7
66.	Serve regular meals	1	2	3	4	5	6	7
67.	Serve snacks	1	2	3	4	5	6	7
68.	Feed babies	1	2	3	4	5	6	7
69.	Provide water service	1	2	3	4	5	6	7
70.	Ask patient about condition	1	2	3	4	5	6	7
71.	Report observations	1	2	3	4	5	6	7
72.	Record observations	1	2	3	4	5	6	7
73.	Report treatments to R. N.	1	2	3	4	5	6	7
74.	Record treatments	1	2	3	4	5	6	7
75.	Record medications	1	2	3	4	5	6	7
76.	Put information on patient's chart	1	2	3	4	5	6	7
77.	Take the fetal heart tone	1	2	3	4	5	6	7
78.	Take temperature	1	2	3	4	5	6	7
79.	Take pulse	1	2	3	4	5	6	7
80.	Take respiration	1	2	3	4	5	6	7

81.	Record TPR	1	2	3	4	5	6	7
82.	Take blood pressure	1	2	3	4	5	6	7
83.	Record blood pressure	1	2	3	4	5	6	7
84.	Weigh patient	1	2	3	4	5	6	7
85.	Obtain an apical pulse	1	2	3	4	5	6	7
86.	Take vital signs following anesthesia	1	2	3	4	5	6	7
87.	Collect sputum specimen	1	2	3	4	5	6	7
88.	Collect urine specimen	1	2	3	4	5	6	7
89.	Collect stool specimen	1	2	3	4	5	6	7
90.	Deliver specimen	1	2	3	4	5	6	7
91.	Perform clinitest	1	2	3	4	5	6	7
92.	Record results of clinitest	1	2	3	4	5	6	7
93.	Strain urine for stones	1	2	3	4	5	6	7
94.	Insert tube for gastric specimen	1	2	3	4	5	6	7
95.	Measure intake and output	1	2	3	4	5	6	7
96.	Record intake and output	1	2	3	4	5	6	7
97.	Report unusual incidents	1	2	3	4	5	6	7
98.	Write reports of incidents	1	2	3	4	5	6	7
99.	Record condition of skin	1	2	3	4	5	6	7
100.	Record appearance of body discharges	1	2	3	4	5	6	7
101.	Assist physician with rounds	1	2	3	4	5	6	7
102.	Take verbal order from doctor for medication or treatment	1	2	3	4	5	6	7
103.	Carry out doctor's verbal orders for medication or treatment	1	2	3	4	5	6	7
104.	Record doctor's orders	1	2	3	4	5	6	7
105.	Drape patient for examination	1	2	3	4	5	6	7

06.	Change dressings	1	2	3	4	5	6	7	
07.	Apply external medicine	1	2	3	4	5	6	7	
08.	Perform rectal examination of patient in labor	1	2	3	4	5	6	7	
09.	Scrub for surgery	1	2	3	4	5	6	7	
10.	Scrub for obstetrics	1	2	3	4	5	6	7	
11.	Circulate in operating room	1	2	3	4	5	6	7	
12.	Assist physician in gowning	1	2	3	4	5	6	7	
13.	Do pre-operative shaving	1	2	3	4	5	6	7	
14.	Assist with pre-operative care	1	2	3	4	5	6	7	
15.	Hold and hand instruments	1	2	3	4	5	6	7	
16.	Assemble instrument packs	1	2	3	4	5	6	7	
17.	Observe isolation techniques	1	2	3	4	5	6	7	
18.	Check drainage tubes	1	2	3	4	5	6	7	
19.	Check patients for bleeding	1	2	3	4	5	6	7	
20.	Assist patient in postural drainage	1	2	3	4	5	6	7	
21.	Give enema	1	2	3	4	5	6	7	
22.	Empty catheter collection bag	1	2	3	4	5	6	7	
23.	Insert rectal suppositories	1	2	3	4	5	6	7	
24.	Insert vaginal suppositories	1	2	3	4	5	6	7	
25.	Administer vaginal douche	1	2	3	4	5	6	7	
26.	Give urinary bladder instillations	1	2	3	4	5	6	7	
27.	Give urinary bladder irrigations	1	2	3	4	5	6	7	
28.	Catheterize patient	1	2	3	4	5	6	7	
29.	Insert indwelling catheter	1	2	3	4	5	6	7	
30.	Care for colostomy	1	2	3	4	5	6	7	
31.	Care for tracheotomy	1	2	3	4	5	6	7	
32.	Give sitz bath	1	2	3	4	5	6	7	

133. Remove nasal pack	1	2	3	4	5	6	7	
134. Remove fecal impaction	1	2	3	4	5	6	7	
135. Give perineal care	1	2	3	4	5	6	7	
136. Give post-partum care	1	2	3	4	5	6	7	
137. Give breast care to new mother	1	2	3	4	5	6	7	
138. Apply binders	1	2	3	4	5	6	7	
139. Assist patient with exercises	1	2	3	4	5	6	7	
140. Assist patients in walking	1	2	3	4	5	6	7	
141. Dangle patients	1	2	3	4	5	6	7	
42. Prepare hot and cold compresses	1	2	3	4	5	6	7	
43. Apply hot and cold compresses	1	2	3	4	5	6	7	
44. Apply Ace bandage	1	2	3	4	5	6	7	
45. Apply poultices and plasters	1	2	3	4	5	6	7	
46. Order prescription from pharmacy	1	2	3	4	5	6	7	
47. Compute fractional doses of medicine	1	2	3	4	5	6	7	
48. Pour oral medication	1	2	3	4	5	6	7	
49. Give oral medication	1	2	3	4	5	6	7	
50. Put medication in the eye, ear, or nose	1	2	3	4	5	6	7	
51. Care for incontinent patient	1	2	3	4	5	6	7	
52. Administer post-mortem care	1	2	3	4	5	6	7	
53. Administer narcotics	1	2	3	4	5	6	7	
54. Give immunizations	1	2	3	4	5	6	7	
55. Give subcutaneous injections	1	2	3	4	5	6	7	
56. Give intramuscular injections	1	2	3	4	5	6	7	
7. Dress and undress patient	1	2	3	4	5	6	7	
8. Furnish bedpan/urinal service	1	2	3	4	5	6	7	
9. Give oral hygiene	1	2	3	4	5	6	7	

60. Give oral hygiene to an unconscious patient	1	2	3	4	5	6	7	
61. Give back rub	1	2	3	4	5	6	7	
62. Shampoo patient's hair	1	2	3	4	5	6	7	
63. Care for patient's hair and nails	1	2	3	4	5	6	7	
64. Bathe patient	1	2	3	4	5	6	7	
65. Bathe patient in an oxygen tent	1	2	3	4	5	6	7	
66. Operate autoclave	1	2	3	4	5	6	7	
67. Prepare tray for prep team	1	2	3	4	5	6	7	
68. Set up croupette	1	2	3	4	5	6	7	
69. Service croupette	1	2	3	4	5	6	7	
70. Adjust bed rails	1	2	3	4	5	6	7	
71. Apply rubber or cotton rings	1	2	3	4	5	6	7	
72. Set up oxygen equipment	1	2	3	4	5	6	7	
73. Regulate oxygen equipment	1	2	3	4	5	6	7	
74. Administer oxygen	1	2	3	4	5	6	7	
75. Administer an electro-cardiograph	1	2	3	4	5	6	7	
76, Assist with electro-cardiograph	1	2	3	4	5	6	7	
77. Take X-Ray pictures	1	2	3	4	5	6	7	
78. Assist in taking X-Ray pictures	1	2	3	4	5	6	7	
79. Set up aspirator	1	2	3	4	5	6	7	
80. Aspirate patient	1	2	3	4	5	6	7	
81. Suction patient	1	2	3	4	5	6	7	
82. Regulate flow of blood transfusions	1	2	3	4	5	6	7	
83. Discontinue I. V. solutions	1	2	3	4	5	6	7	
84. Add additional solution to continue I. V.	1	2	3	4	5	6	7	
85. Start an I. V. solution	1	2	3	4	5	6	7	
86. Check flow of I. V.	1	2	3	4	5	6	7	

LICENSED PRACTICAL NURSE

INSTRUCTIONS:

In columns 1, 2, 3, 4, and 5, please judge the importance of each task by placing a check (✓) in the appropriate column. (For the purpose of this study, IMPORTANT is defined as critical or crucial.)

In column 6 place a C if you feel the task should be taught during the FORMAL TRAINING COURSE which includes both classroom and clinical instruction. Place an O in column 6 if you feel this task should be learned ON-THE-JOB.

Place a dash (—) in column 7 for any task that is Not a Function of a Licensed Practical Nurse

EXAMPLES

Example A is not a function and, therefore, is not rated for importance and only a (—) is placed in column 7.

Example B is rated extremely important because of the danger of scalding the patient, and should be taught during the Training Course.

Example C is rated not important and is a task that is normally learned on the job.

	Extremely important	Very important	Moderately important	Slightly important	Not important	C -During Training Course or O -On-The-Job	Not a Function
A. Teach prenatal classes	1	2	3	4	5	6	7 —
B. Control temperature of water for sitz bath	1 ✓	2	3	4	5	6 C	7
C. Operate Dumbwaiter	1	2	3	4	5 ✓	6 O	7

7. Set up bone fracture equipment	1	2	3	4	5	6	7
Assist in putting on braces	1	2	3	4	5	6	7
Adjust traction apparatus	1	2	3	4	5	6	7
Apply artificial limbs	1	2	3	4	5	6	7
Remove artificial limbs	1	2	3	4	5	6	7
Apply arm slings	1	2	3	4	5	6	7
Apply restraints	1	2	3	4	5	6	7
Apply tourniquet	1	2	3	4	5	6	7

187.	Set up bone fracture equipment	1	2	3	4	5	6	7	
188.	Assist in putting on braces	1	2	3	4	5	6	7	
189.	Adjust traction apparatus	1	2	3	4	5	6	7	
190.	Apply artificial limbs	1	2	3	4	5	6	7	
191.	Remove artificial limbs	1	2	3	4	5	6	7	
192.	Apply arm slings	1	2	3	4	5	6	7	
193.	Apply restraints	1	2	3	4	5	6	7	
194.	Apply tourniquet	1	2	3	4	5	6	7	
195.	Position patient	1	2	3	4	5	6	7	
196.	Lift patient to bed, chair, or table	1	2	3	4	5	6	7	
197.	Assist in restraining patient	1	2	3	4	5	6	7	
198.	Transport patient in wheelchair or carriage	1	2	3	4	5	6	7	

PITTSBURGH PUBLIC SCHOOLS
DIVISION OF OCCUPATIONAL, VOCATIONAL, AND TECHNICAL EDUCATION
HEALTH TRAINING INSTITUTE

TO: Nurse's Aide Supervisors in Pittsburgh Area Hospitals

FROM: Louis J. Kishkunas, Assistant Superintendent for Occupational, Vocational, and Technical Education

DATE: January 9, 1967

SUBJECT: JOB ANALYSIS QUESTIONNAIRE

The Pittsburgh Board of Public Education is presently engaged in research which has as its goal the development of new and improved training methods for nurse's aides. In order to accomplish this goal, it is necessary to have certain information regarding the job activities of nurse's aides.

I am enclosing a questionnaire form designed to help us collect the needed data. I would appreciate your completion of the questionnaire and its return to me. If possible, I would like to receive the completed questionnaire by January 20, 1967. Mail the completed forms directly to

Board of Public Education
Health Research Team
O.V.T. Center
635 Ridge Avenue
Pittsburgh, Pennsylvania 15212

in the enclosed self-addressed stamped envelope.

Thank you for your cooperation and for your prompt return of the completed questionnaire.

Enclosures

REPORT OF TYPICAL BEHAVIOR

During the past three or four days there has probably been a time when ________________________________ has said or done something which impressed you as being indicative of his/her typical behavior on the job. Please think of the last time such an incident occurred and then complete the following form.

- - - - - - - - - - - - - - - - - -

1. What led up to the event? Please describe the circumstances which led up to the event in as much detail as possible.

2. Exactly what did the employee say or do that impressed you as being typical of his/her on-the-job behavior?

3. a. If this behavior was effective in accomplishing the task assigned, why in your opinion was this behavior effective?

   b. If this behavior was ineffective in accomplishing the task assigned, what in your opinion should he/she have done?

NURSE'S AIDE

Rating of ______________________________________

Directions: The following set of scales represents a wide variety of tasks that nurse's aides perform. Please indicate where the person named rates on each of these scales by circling the appropriate number. Notice that a rating of one (1) indicates completely inadequate performance in a given area while a rating of nine (9) indicates superior performance in this area. A rating of five (5) indicates average performance. The scales are independent so it is possible for a person to rate high on one scale and still rate low on another.

Meeting patients' physical needs

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9
Inadequate Average Superior

Meeting patients' emotional needs

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9
Inadequate Average Superior

Performing housekeeping tasks

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9
Inadequate Average Superior

Reporting and recording

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9
Inadequate Average Superior

Showing initiative

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9
Inadequate Average Superior

Assuming responsibility

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9
Inadequate Average Superior

Maintaining satisfactory interpersonal relations

1 2 3 4 5 6 7 8 9
Inadequate Average Superior

1.	Perform unit admitting procedures	1	2	3	4	5	6	7
2.	Assist with unit admitting procedures	1	2	3	4	5	6	7
3.	Perform unit discharge procedures	1	2	3	4	5	6	7
4.	Assist with unit discharge procedures	1	2	3	4	5	6	7
5.	Attend unit report	1	2	3	4	5	6	7
6.	Take notes on unit report	1	2	3	4	5	6	7
7.	Complete newborn nursery admission procedure, such as: footprints, weight, bath	1	2	3	4	5	6	7
8.	Assist with newborn nursery admission procedure	1	2	3	4	5	6	7
9.	Show babies	1	2	3	4	5	6	7
10.	Set up for bedside religious rites	1	2	3	4	5	6	7
11.	Deliver messages	1	2	3	4	5	6	7
12.	Read to patient	1	2	3	4	5	6	7
13.	Refer patient to social service agency	1	2	3	4	5	6	7
14.	Make charge slips	1	2	3	4	5	6	7
15.	Make credit slips	1	2	3	4	5	6	7
16.	Sort credit slips	1	2	3	4	5	6	7
17.	Sort charge slips	1	2	3	4	5	6	7
18.	Answer patient call	1	2	3	4	5	6	7
19.	Instruct patient in simple hygiene procedure	1	2	3	4	5	6	7
20.	Assist in teaching patient simple hygiene	1	2	3	4	5	6	7
21.	Teach patient to inject his own insulin	1	2	3	4	5	6	7
22.	Deliver mail	1	2	3	4	5	6	7
23.	Deliver flowers	1	2	3	4	5	6	7
24.	Make routine security check	1	2	3	4	5	6	7
25.	Process patient's valuables	1	2	3	4	5	6	7
26.	Explain patient condition to family	1	2	3	4	5	6	7

27.	Obtain patient signatures	1	2	3	4	5	6	7
28.	Run personal errands for patients	1	2	3	4	5	6	7
29.	Prepare requisitions for unit supplies	1	2	3	4	5	6	7
30.	Fill out X-Ray requisitions	1	2	3	4	5	6	7
31.	Fill out lab requisitions	1	2	3	4	5	6	7
32.	Assist in enforcing visiting hours	1	2	3	4	5	6	7
33.	Count unit supplies	1	2	3	4	5	6	7
34.	Record count	1	2	3	4	5	6	7
35.	Make narcotic count	1	2	3	4	5	6	7
36.	Assist in narcotic count	1	2	3	4	5	6	7
37.	Maintain unit supply level	1	2	3	4	5	6	7
38.	Deliver supplies	1	2	3	4	5	6	7
39.	Dust floor in patient's room	1	2	3	4	5	6	7
40.	Clean discharged patient's unit	1	2	3	4	5	6	7
41.	Make unoccupied bed	1	2	3	4	5	6	7
42.	Make occupied bed	1	2	3	4	5	6	7
43.	Make post-operative bed	1	2	3	4	5	6	7
44.	Disinfect bathrooms	1	2	3	4	5	6	7
45.	Wash glasses and pitchers	1	2	3	4	5	6	7
46.	Clean utility area	1	2	3	4	5	6	7
47.	Clean oxygen equipment	1	2	3	4	5	6	7
48.	Clean aspiration equipment	1	2	3	4	5	6	7
49.	Sterilize instruments	1	2	3	4	5	6	7
50.	Separate laundry	1	2	3	4	5	6	7
51.	Fold laundry	1	2	3	4	5	6	7
52.	Stock laundry	1	2	3	4	5	6	7
53.	Collect and return items to laundry	1	2	3	4	5	6	7

54.	Check food trays against patient diet list	1	2	3	4	5	6	7
55.	Help patients plan for special diets	1	2	3	4	5	6	7
56.	Collect and return items to central supply	1	2	3	4	5	6	7
57.	Make diet substitutions	1	2	3	4	5	6	7
58.	Change diet from liquid to soft	1	2	3	4	5	6	7
59.	Prepare meals	1	2	3	4	5	6	7
60.	Prepare snacks	1	2	3	4	5	6	7
61.	Make infant formula	1	2	3	4	5	6	7
62.	Put food on trays	1	2	3	4	5	6	7
63.	Position patient for meals	1	2	3	4	5	6	7
64.	Fill infant bottles	1	2	3	4	5	6	7
65.	Assist patients in eating	1	2	3	4	5	6	7
66.	Serve regular meals	1	2	3	4	5	6	7
67.	Serve snacks	1	2	3	4	5	6	7
68.	Feed babies	1	2	3	4	5	6	7
69.	Provide water service	1	2	3	4	5	6	7
70.	Ask patient about condition	1	2	3	4	5	6	7
71.	Report observations	1	2	3	4	5	6	7
72.	Record observations	1	2	3	4	5	6	7
73.	Report treatments to R.N.	1	2	3	4	5	6	7
74.	Record treatments	1	2	3	4	5	6	7
75.	Record medications	1	2	3	4	5	6	7
76.	Put information on patient's chart	1	2	3	4	5	6	7
77.	Take the fetal heart tone	1	2	3	4	5	6	7
78.	Take temperature	1	2	3	4	5	6	7
79.	Take pulse	1	2	3	4	5	6	7
80.	Take respiration	1	2	3	4	5	6	7

81.	Record TPR	1	2	3	4	5	6	7
82.	Take blood pressure	1	2	3	4	5	6	7
83.	Record blood pressure	1	2	3	4	5	6	7
84.	Weigh patient	1	2	3	4	5	6	7
85.	Obtain an apical pulse	1	2	3	4	5	6	7
86.	Take vital signs following anesthesia	1	2	3	4	5	6	7
87.	Collect sputum specimen	1	2	3	4	5	6	7
88.	Collect urine specimen	1	2	3	4	5	6	7
89.	Collect stool specimen	1	2	3	4	5	6	7
90.	Deliver specimen	1	2	3	4	5	6	7
91.	Perform clinitest	1	2	3	4	5	6	7
92.	Record results of clinitest	1	2	3	4	5	6	7
93.	Strain urine for stones	1	2	3	4	5	6	7
94.	Insert tube for gastric specimen	1	2	3	4	5	6	7
95.	Measure intake and output	1	2	3	4	5	6	7
96.	Record intake and output	1	2	3	4	5	6	7
97.	Report unusual incidents	1	2	3	4	5	6	7
98.	Write reports of incidents	1	2	3	4	5	6	7
99.	Record condition of skin	1	2	3	4	5	6	7
100.	Record appearance of body discharges	1	2	3	4	5	6	7
101.	Assist physician with rounds	1	2	3	4	5	6	7
102.	Take verbal order from doctor for medication or treatment	1	2	3	4	5	6	7
103.	Carry out doctor's verbal orders for medication or treatment	1	2	3	4	5	6	7
104.	Record doctor's orders	1	2	3	4	5	6	7
105.	Drape patient for examination	1	2	3	4	5	6	7

06.	Change dressings	1	2	3	4	5	6	7
07.	Apply external medicine	1	2	3	4	5	6	7
08.	Perform rectal examination of patient in labor	1	2	3	4	5	6	7
09.	Scrub for surgery	1	2	3	4	5	6	7
10.	Scrub for obstetrics	1	2	3	4	5	6	7
11.	Circulate in operating room	1	2	3	4	5	6	7
12.	Assist physician in gowning	1	2	3	4	5	6	7
13.	Do pre-operative shaving	1	2	3	4	5	6	7
14.	Assist with pre-operative care	1	2	3	4	5	6	7
15.	Hold and hand instruments	1	2	3	4	5	6	7
16.	Assemble instrument packs	1	2	3	4	5	6	7
17.	Observe isolation techniques	1	2	3	4	5	6	7
18.	Check drainage tubes	1	2	3	4	5	6	7
19.	Check patients for bleeding	1	2	3	4	5	6	7
20.	Assist patient in postural drainage	1	2	3	4	5	6	7
21.	Give enema	1	2	3	4	5	6	7
22.	Empty catheter collection bag	1	2	3	4	5	6	7
23.	Insert rectal suppositories	1	2	3	4	5	6	7
24.	Insert vaginal suppositories	1	2	3	4	5	6	7
25.	Administer vaginal douche	1	2	3	4	5	6	7
26.	Give urinary bladder instillations	1	2	3	4	5	6	7
27.	Give urinary bladder irrigations	1	2	3	4	5	6	7
28.	Catheterize patient	1	2	3	4	5	6	7
29.	Insert indwelling catheter	1	2	3	4	5	6	7
30.	Care for colostomy	1	2	3	4	5	6	7
31.	Care for tracheotomy	1	2	3	4	5	6	7
32.	Give sitz bath	1	2	3	4	5	6	7

33.	Remove nasal pack	1	2	3	4	5	6	7	
34.	Remove fecal impaction	1	2	3	4	5	6	7	
35.	Give perineal care	1	2	3	4	5	6	7	
36.	Give post-partum care	1	2	3	4	5	6	7	
37.	Give breast care to new mother	1	2	3	4	5	6	7	
38.	Apply binders	1	2	3	4	5	6	7	
39.	Assist patient with exercises	1	2	3	4	5	6	7	
40.	Assist patients in walking	1	2	3	4	5	6	7	
41.	Dangle patients	1	2	3	4	5	6	7	
42.	Prepare hot and cold compresses	1	2	3	4	5	6	7	
43.	Apply hot and cold compresses	1	2	3	4	5	6	7	
44.	Apply Ace bandage	1	2	3	4	5	6	7	
45.	Apply poultices and plasters	1	2	3	4	5	6	7	
46.	Order prescription from pharmacy	1	2	3	4	5	6	7	
47.	Compute fractional doses of medicine	1	2	3	4	5	6	7	
48.	Pour oral medication	1	2	3	4	5	6	7	
49.	Give oral medication	1	2	3	4	5	6	7	
50.	Put medication in the eye, ear, or nose	1	2	3	4	5	6	7	
51.	Care for incontinent patient	1	2	3	4	5	6	7	
52.	Administer post-mortem care	1	2	3	4	5	6	7	
53.	Administer narcotics	1	2	3	4	5	6	7	
54.	Give immunizations	1	2	3	4	5	6	7	
55.	Give subcutaneous injections	1	2	3	4	5	6	7	
56.	Give intramuscular injections	1	2	3	4	5	6	7	
57.	Dress and undress patient	1	2	3	4	5	6	7	
58.	Furnish bedpan/urinal service	1	2	3	4	5	6	7	
59.	Give oral hygiene	1	2	3	4	5	6	7	

60. Give oral hygiene to an unconscious patient	1	2	3	4	5	6	7	
61. Give back rub	1	2	3	4	5	6	7	
62. Shampoo patient's hair	1	2	3	4	5	6	7	
63. Care for patient's hair and nails	1	2	3	4	5	6	7	
64. Bathe patient	1	2	3	4	5	6	7	
65. Bathe patient in an oxygen tent	1	2	3	4	5	6	7	
66. Operate autoclave	1	2	3	4	5	6	7	
167. Prepare tray for prep team	1	2	3	4	5	6	7	
168. Set up croupette	1	2	3	4	5	6	7	
169. Service croupette	1	2	3	4	5	6	7	
170. Adjust bed rails	1	2	3	4	5	6	7	
171. Apply rubber or cotton rings	1	2	3	4	5	6	7	
172. Set up oxygen equipment	1	2	3	4	5	6	7	
173. Regulate oxygen equipment	1	2	3	4	5	6	7	
174. Administer oxygen	1	2	3	4	5	6	7	
175. Administer an electro-cardiograph	1	2	3	4	5	6	7	
176, Assist with electro-cardiograph	1	2	3	4	5	6	7	
177. Take X-Ray pictures	1	2	3	4	5	6	7	
178. Assist in taking X-Ray pictures	1	2	3	4	5	6	7	
179. Set up aspirator	1	2	3	4	5	6	7	
180. Aspirate patient	1	2	3	4	5	6	7	
181. Suction patient	1	2	3	4	5	6	7	
182. Regulate flow of blood transfusions	1	2	3	4	5	6	7	
183. Discontinue I. V. solutions	1	2	3	4	5	6	7	
184. Add additional solution to continue I. V.	1	2	3	4	5	6	7	
185. Start an I. V. solution	1	2	3	4	5	6	7	
186. Check flow of I. V.	1	2	3	4	5	6	7	

NURSE AIDE/ORDERLY

INSTRUCTIONS:

In columns 1, 2, 3, 4, and 5, please judge the importance of each task by placing a check (✓) in the appropriate column. (For the purpose of this study, IMPORTANT is defined as critical or crucial.)

In column 6 place a C if you feel the task should be taught during the FORMAL TRAINING COURSE which includes both classroom and clinical instruction. Place an O in column 6 if you feel this task should be learned ON-THE-JOB.

Place a dash (—) in column 7 for any task that is Not a Function of a nurse aide/orderly.

Example A is not a function and, therefore, is not rated for importance and only a (—) is placed in column 7.

Example B is rated extremely important because of the danger of scalding the patient, and should be taught during the Training Course.

Example C is rated not important and is a task that is normally learned on the job.

	Extremely important	Very important	Moderately important	Slightly important	Not important	C -During Training Course or O -On-The-Job	Not a Function
A. Teach prenatal classes	1	2	3	4	5	6	7 —
B. Control temperature of water for sitz bath	1 ✓	2	3	4	5	6 C	7
C. Operate dumbwaiter	1	2	3	4	5 ✓	6 O	7

. Set up bone fracture equipment	1	2	3	4	5	6	7
. Assist in putting on braces	1	2	3	4	5	6	7
. Adjust traction apparatus	1	2	3	4	5	6	7
. Apply artificial limbs	1	2	3	4	5	6	7
. Remove artificial limbs	1	2	3	4	5	6	7
. Apply arm slings	1	2	3	4	5	6	7
Apply restraints	1	2	3	4	5	6	7

187.	Set up bone fracture equipment	1	2	3	4	5	6	7
188.	Assist in putting on braces	1	2	3	4	5	6	7
189.	Adjust traction apparatus	1	2	3	4	5	6	7
190.	Apply artificial limbs	1	2	3	4	5	6	7
191.	Remove artificial limbs	1	2	3	4	5	6	7
192.	Apply arm slings	1	2	3	4	5	6	7
193.	Apply restraints	1	2	3	4	5	6	7
194.	Apply tourniquet	1	2	3	4	5	6	7
195.	Position patient	1	2	3	4	5	6	7
196.	Lift patient to bed, chair, or table	1	2	3	4	5	6	7
197.	Assist in restraining patient	1	2	3	4	5	6	7
198.	Transport patient in wheelchair or carriage	1	2	3	4	5	6	7

PITTSBURGH PUBLIC SCHOOLS
DIVISION OF OCCUPATIONAL, VOCATIONAL, AND TECHNICAL EDUCATION
HEALTH TRAINING INSTITUTE

TO: Nurse's Aides in Pittsburgh Area Hospitals

FROM: Louis J. Kishkunas, Assistant Superintendent for Occupational, Vocational, and Technical Education

DATE: January 9, 1967

SUBJECT: JOB ANALYSIS QUESTIONNAIRE

The Pittsburgh Board of Public Education is presently engaged in research which has as its goal the development of new and improved training methods for nurse's aides. In order to accomplish this goal, it is necessary to have certain information regarding the job activities of nurse's aides.

I am enclosing a questionnaire form designed to help us collect the needed data. I would appreciate your completion of the questionnaire and its return to me. If possible, I would like to receive the completed questionnaire by January 20, 1967. Mail the completed forms directly to

Board of Public Education
Health Research Team
O. V. T. Center
635 Ridge Avenue
Pittsburgh, Pennsylvania 15212

in the enclosed self-addressed stamped envelope.

Thank you for your cooperation and for your prompt return of the completed questionnaire.

Enclosures

1.	Perform unit admitting procedures	1	2	3	4	5	6	7
2.	Assist with unit admitting procedures	1	2	3	4	5	6	7
3.	Perform unit discharge procedures	1	2	3	4	5	6	7
4.	Assist with unit discharge procedures	1	2	3	4	5	6	7
5.	Attend unit report	1	2	3	4	5	6	7
6.	Take notes on unit report	1	2	3	4	5	6	7
7.	Complete newborn nursery admission procedure, such as: footprints, weight, bath	1	2	3	4	5	6	7
8.	Assist with newborn nursery admission procedure	1	2	3	4	5	6	7
9.	Show babies	1	2	3	4	5	6	7
10.	Set up for bedside religious rites	1	2	3	4	5	6	7
11.	Deliver messages	1	2	3	4	5	6	7
12.	Read to patient	1	2	3	4	5	6	7
13.	Refer patient to social service agency	1	2	3	4	5	6	7
14.	Make charge slips	1	2	3	4	5	6	7
15.	Make credit slips	1	2	3	4	5	6	7
16.	Sort credit slips	1	2	3	4	5	6	7
17.	Sort charge slips	1	2	3	4	5	6	7
18.	Answer patient call	1	2	3	4	5	6	7
19.	Instruct patient in simple hygiene procedure	1	2	3	4	5	6	7
20.	Assist in teaching patient simple hygiene	1	2	3	4	5	6	7
21.	Teach patient to inject his own insulin	1	2	3	4	5	6	7
22.	Deliver mail	1	2	3	4	5	6	7
23.	Deliver flowers	1	2	3	4	5	6	7
24.	Make routine security check	1	2	3	4	5	6	7
25.	Process patient's valuables	1	2	3	4	5	6	7
26.	Explain patient condition to family	1	2	3	4	5	6	7

27.	Obtain patient signatures	1	2	3	4	5	6	7
28.	Run personal errands for patients	1	2	3	4	5	6	7
29.	Prepare requisitions for unit supplies	1	2	3	4	5	6	7
30.	Fill out X-Ray requisitions	1	2	3	4	5	6	7
31.	Fill out lab requisitions	1	2	3	4	5	6	7
32.	Assist in enforcing visiting hours	1	2	3	4	5	6	7
33.	Count unit supplies	1	2	3	4	5	6	7
34.	Record count	1	2	3	4	5	6	7
35.	Make narcotic count	1	2	3	4	5	6	7
36.	Assist in narcotic count	1	2	3	4	5	6	7
37.	Maintain unit supply level	1	2	3	4	5	6	7
38.	Deliver supplies	1	2	3	4	5	6	7
39.	Dust floor in patient's room	1	2	3	4	5	6	7
40.	Clean discharged patient's unit	1	2	3	4	5	6	7
41.	Make unoccupied bed	1	2	3	4	5	6	7
42.	Make occupied bed	1	2	3	4	5	6	7
43.	Make post-operative bed	1	2	3	4	5	6	7
44.	Disinfect bathrooms	1	2	3	4	5	6	7
45.	Wash glasses and pitchers	1	2	3	4	5	6	7
46.	Clean utility area	1	2	3	4	5	6	7
47.	Clean oxygen equipment	1	2	3	4	5	6	7
48.	Clean aspiration equipment	1	2	3	4	5	6	7
49.	Sterilize instruments	1	2	3	4	5	6	7
50.	Separate laundry	1	2	3	4	5	6	7
51.	Fold laundry	1	2	3	4	5	6	7
52.	Stock laundry	1	2	3	4	5	6	7
53.	Collect and return items to laundry	1	2	3	4	5	6	7

54.	Check food trays against patient diet list	1	2	3	4	5	6	7
55.	Help patients plan for special diets	1	2	3	4	5	6	7
56.	Collect and return items to central supply	1	2	3	4	5	6	7
57.	Make diet substitutions	1	2	3	4	5	6	7
58.	Change diet from liquid to soft	1	2	3	4	5	6	7
59.	Prepare meals	1	2	3	4	5	6	7
60.	Prepare snacks	1	2	3	4	5	6	7
61.	Make infant formula	1	2	3	4	5	6	7
62.	Put food on trays	1	2	3	4	5	6	7
63.	Position patient for meals	1	2	3	4	5	6	7
64.	Fill infant bottles	1	2	3	4	5	6	7
65.	Assist patients in eating	1	2	3	4	5	6	7
66.	Serve regular meals	1	2	3	4	5	6	7
67.	Serve snacks	1	2	3	4	5	6	7
68.	Feed babies	1	2	3	4	5	6	7
69.	Provide water service	1	2	3	4	5	6	7
70.	Ask patient about condition	1	2	3	4	5	6	7
71.	Report observations	1	2	3	4	5	6	7
72.	Record observations	1	2	3	4	5	6	7
73.	Report treatments to R. N.	1	2	3	4	5	6	7
74.	Record treatments	1	2	3	4	5	6	7
75.	Record medications	1	2	3	4	5	6	7
76.	Put information on patient's chart	1	2	3	4	5	6	7
77.	Take the fetal heart tone	1	2	3	4	5	6	7
78.	Take temperature	1	2	3	4	5	6	7
79.	Take pulse	1	2	3	4	5	6	7
80.	Take respiration	1	2	3	4	5	6	7

81.	Record TPR	1	2	3	4	5	6	7
82.	Take blood pressure	1	2	3	4	5	6	7
83.	Record blood pressure	1	2	3	4	5	6	7
84.	Weigh patient	1	2	3	4	5	6	7
85.	Obtain an apical pulse	1	2	3	4	5	6	7
86.	Take vital signs following anesthesia	1	2	3	4	5	6	7
87.	Collect sputum specimen	1	2	3	4	5	6	7
88.	Collect urine specimen	1	2	3	4	5	6	7
89.	Collect stool specimen	1	2	3	4	5	6	7
90.	Deliver specimen	1	2	3	4	5	6	7
91.	Perform clinitest	1	2	3	4	5	6	7
92.	Record results of clinitest	1	2	3	4	5	6	7
93.	Strain urine for stones	1	2	3	4	5	6	7
94.	Insert tube for gastric specimen	1	2	3	4	5	6	7
95.	Measure intake and output	1	2	3	4	5	6	7
96.	Record intake and output	1	2	3	4	5	6	7
97.	Report unusual incidents	1	2	3	4	5	6	7
98.	Write reports of incidents	1	2	3	4	5	6	7
99.	Record condition of skin	1	2	3	4	5	6	7
100.	Record appearance of body discharges	1	2	3	4	5	6	7
101.	Assist physician with rounds	1	2	3	4	5	6	7
102.	Take verbal order from doctor for medication or treatment	1	2	3	4	5	6	7
103.	Carry out doctor's verbal orders for medication or treatment	1	2	3	4	5	6	7
104.	Record doctor's orders	1	2	3	4	5	6	7
105.	Drape patient for examination	1	2	3	4	5	6	7

06.	Change dressings	1	2	3	4	5	6	7	
07.	Apply external medicine	1	2	3	4	5	6	7	
08.	Perform rectal examination of patient in labor	1	2	3	4	5	6	7	
09.	Scrub for surgery	1	2	3	4	5	6	7	
10.	Scrub for obstetrics	1	2	3	4	5	6	7	
11.	Circulate in operating room	1	2	3	4	5	6	7	
12.	Assist physician in gowning	1	2	3	4	5	6	7	
13.	Do pre-operative shaving	1	2	3	4	5	6	7	
14.	Assist with pre-operative care	1	2	3	4	5	6	7	
15.	Hold and hand instruments	1	2	3	4	5	6	7	
16.	Assemble instrument packs	1	2	3	4	5	6	7	
17.	Observe isolation techniques	1	2	3	4	5	6	7	
18.	Check drainage tubes	1	2	3	4	5	6	7	
19.	Check patients for bleeding	1	2	3	4	5	6	7	
20.	Assist patient in postural drainage	1	2	3	4	5	6	7	
21.	Give enema	1	2	3	4	5	6	7	
22.	Empty catheter collection bag	1	2	3	4	5	6	7	
23.	Insert rectal suppositories	1	2	3	4	5	6	7	
24.	Insert vaginal suppositories	1	2	3	4	5	6	7	
25.	Administer vaginal douche	1	2	3	4	5	6	7	
26.	Give urinary bladder instillations	1	2	3	4	5	6	7	
27.	Give urinary bladder irrigations	1	2	3	4	5	6	7	
28.	Catheterize patient	1	2	3	4	5	6	7	
29.	Insert indwelling catheter	1	2	3	4	5	6	7	
30.	Care for colostomy	1	2	3	4	5	6	7	
31.	Care for tracheotomy	1	2	3	4	5	6	7	
32.	Give sitz bath	1	2	3	4	5	6	7	

133.	Remove nasal pack	1	2	3	4	5	6	7	
134.	Remove fecal impaction	1	2	3	4	5	6	7	
135.	Give perineal care	1	2	3	4	5	6	7	
136.	Give post-partum care	1	2	3	4	5	6	7	
137.	Give breast care to new mother	1	2	3	4	5	6	7	
138.	Apply binders	1	2	3	4	5	6	7	
139.	Assist patient with exercises	1	2	3	4	5	6	7	
140.	Assist patients in walking	1	2	3	4	5	6	7	
141.	Dangle patients	1	2	3	4	5	6	7	
142.	Prepare hot and cold compresses	1	2	3	4	5	6	7	
143.	Apply hot and cold compresses	1	2	3	4	5	6	7	
144.	Apply Ace bandage	1	2	3	4	5	6	7	
145.	Apply poultices and plasters	1	2	3	4	5	6	7	
146.	Order prescription from pharmacy	1	2	3	4	5	6	7	
147.	Compute fractional doses of medicine	1	2	3	4	5	6	7	
48.	Pour oral medication	1	2	3	4	5	6	7	
49.	Give oral medication	1	2	3	4	5	6	7	
50.	Put medication in the eye, ear, or nose	1	2	3	4	5	6	7	
51.	Care for incontinent patient	1	2	3	4	5	6	7	
52.	Administer post-mortem care	1	2	3	4	5	6	7	
53.	Administer narcotics	1	2	3	4	5	6	7	
54.	Give immunizations	1	2	3	4	5	6	7	
55.	Give subcutaneous injections	1	2	3	4	5	6	7	
56.	Give intramuscular injections	1	2	3	4	5	6	7	
57.	Dress and undress patient	1	2	3	4	5	6	7	
58.	Furnish bedpan/urinal service	1	2	3	4	5	6	7	
59.	Give oral hygiene	1	2	3	4	5	6	7	

160.	Give oral hygiene to an unconscious patient	1	2	3	4	5	6	7	
161.	Give back rub	1	2	3	4	5	6	7	
162.	Shampoo patient's hair	1	2	3	4	5	6	7	
163.	Care for patient's hair and nails	1	2	3	4	5	6	7	
164.	Bathe patient	1	2	3	4	5	6	7	
165.	Bathe patient in an oxygen tent	1	2	3	4	5	6	7	
166.	Operate autoclave	1	2	3	4	5	6	7	
167.	Prepare tray for prep team	1	2	3	4	5	6	7	
168.	Set up croupette	1	2	3	4	5	6	7	
169.	Service croupette	1	2	3	4	5	6	7	
170.	Adjust bed rails	1	2	3	4	5	6	7	
171.	Apply rubber or cotton rings	1	2	3	4	5	6	7	
172.	Set up oxygen equipment	1	2	3	4	5	6	7	
173.	Regulate oxygen equipment	1	2	3	4	5	6	7	
174.	Administer oxygen	1	2	3	4	5	6	7	
175.	Administer an electro-cardiograph	1	2	3	4	5	6	7	
176,	Assist with electro-cardiograph	1	2	3	4	5	6	7	
177.	Take X-Ray pictures	1	2	3	4	5	6	7	
178.	Assist in taking X-Ray pictures	1	2	3	4	5	6	7	
179.	Set up aspirator	1	2	3	4	5	6	7	
180.	Aspirate patient	1	2	3	4	5	6	7	
181.	Suction patient	1	2	3	4	5	6	7	
182.	Regulate flow of blood transfusions	1	2	3	4	5	6	7	
183.	Discontinue I. V. solutions	1	2	3	4	5	6	7	
184.	Add additional solution to continue I. V.	1	2	3	4	5	6	7	
185.	Start an I. V. solution	1	2	3	4	5	6	7	
186.	Check flow of I. V.	1	2	3	4	5	6	7	

NURSE AIDE/ORDERLY

INSTRUCTIONS:

Frequency - Check column that shows how often you do each task.

Frequently - A task you do several times each week.

Occasionally - A task you do once a week or less.

Learned - Check the column that shows where you learned this task or if you have not been taught this task.

	FREQUENCY			LEARNED			
TASKS	Frequently	Occasionally	Never	During Nurse's Aide/Orderly Training Course	By attending In-Service classes	By observing or practice on the job	Have not been taught this task
EXAMPLES:							
A. Set up oxygen equipment (Answers show this task is done once a week or less, and was learned by practice on the job.)	1	2 ✓	3	4	5	6 ✓	7
B. Start an I. V. solution (Answers show this task is never done, and was not taught.)	1	2	3 ✓	4	5	6	7 ✓
C. Record intake and output (Answers show this task was learned either in class or clinical phase of training course and is done several times each week.)	1 ✓	2	3	4 ✓	5	6	7
87. Set up bone fracture equipment	1	2	3	4	5	6	7
88. Assist in putting on braces	1	2	3	4	5	6	7
89. Adjust traction apparatus	1	2	3.	4	5	6	7
90. Apply artificial limbs	1	2	3	4	5	6	7
91. Remove artificial limbs	1	2	3	4	5	6	7
92. Apply arm slings	1	2	3	4	5	6	7
93. Apply restraints	1	2	3	4	5	6	7
	1	2	3	4	5	6	7

and is done several times each week.)

187.	Set up bone fracture equipment	1	2	3	4	5	6	7
188.	Assist in putting on braces	1	2	3	4	5	6	7
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193.	Apply restraints	1	2	3	4	5	6	7
194.	Apply tourniquet	1	2	3	4	5	6	7
195.	Position patient	1	2	3	4	5	6	7
196.	Lift patient to bed, chair, or table	1	2	3	4	5	6	7
197.	Assist in restraining patient	1	2	3	4	5	6	7
198.	Transport patient in wheelchair or carriage	1	2	3	4	5	6	7

PITTSBURGH PUBLIC SCHOOLS
DIVISION OF OCCUPATIONAL, VOCATIONAL AND TECHNICAL EDUCATION
HEALTH TRAINING INSTITUTE

TO: Surgical Technicians in Pittsburgh Area Hospitals

FROM: Louis J. Kishkunas, Assistant Superintendent for Occupational, Vocational, and Technical Education

DATE: January 9, 1967

SUBJECT: JOB ANALYSIS QUESTIONNAIRE

The Pittsburgh Board of Public Education is presently engaged in research which has as its goal the development of new and improved training methods for surgical technicians. In order to accomplish this goal, it is necessary to have certain information regarding the job activities of surgical technicians.

I am enclosing a questionnaire form designed to help us collect the needed data. I would appreciate your completion of the questionnaire and its return to me. If possible, I would like to receive the completed questionnaire by January 20, 1967. Mail the completed forms directly to

Board of Public Education
Health Research Team
O. V. T. Center
635 Ridge Avenue
Pittsburgh, Pennsylvania 15212

in the enclosed self-addressed stamped envelope.

Thank you for your cooperation and for your prompt return of the completed questionnaire.

Enclosures

This form is designed to gain information about Surgical Technicians as part of a research study being conducted by the Pittsburgh Board of Public Education, Division of Occupational, Vocational, and Technical Education, for the United States Department of Health, Education, and Welfare. The information you provide will be used for research and statistical purposes only, and will never become a part of your record.

The purpose of the study is to investigate the performance of Surgical Technicians. In addition, the information gleaned from the study will provide the school with a guide for tying their training program more closely to the job requirements.

Your full cooperation is appreciated.

NAME________________________________ TELEPHONE______________

ADDRESS____

EMPLOYED AT___________________________ JOB______________

DEPARTMENT_______________________ SUPERVISOR_____________

Where did you train for your job? SCHOOL__________________

HOSPITAL____

TYPE OF TRAINING:
1. On-the-Job Training ☐
2. In-Service Training + On-the-Job ☐
3. Classroom + On-the-Job ☐
4. Classroom + Supervised Clinical ☐

DATE TRAINING WAS COMPLETED_____________________________

EXPERIENCE AS SURGICAL TECHNICIAN_________Years______Mos.

Pre-Operative Functions

1.	Scrub hands	1	2	3	4	5	6	7
2.	Glove and Gown	1	2	3	4	5	6	7
3.	Assist with gloving and gowning	1	2	3	4	5	6	7
4.	Obtain equipment	1	2	3	4	5	6	7
5.	Connect electrical-surgical units, drills, suction	1	2	3	4	5	6	7
6.	Adjust electrical-surgical units, lights	1	2	3	4	5	6	7
7.	Assemble drills	1	2	3	4	5	6	7
8.	Inspect equipment	1	2	3	4	5	6	7
9.	Test Equipment	1	2	3	4	5	6	7
10.	Lubricate equipment	1	2	3	4	5	6	7
11.	Request equipment	1	2	3	4	5	6	7
12.	Obtain sterilized linen packs	1	2	3	4	5	6	7
13.	Drape tables, stands	1	2	3	4	5	6	7
14.	Arrange linens on linen table	1	2	3	4	5	6	7
15.	Obtain sterilized instrument packs	1	2	3	4	5	6	7
16.	Arrange instruments	1	2	3	4	5	6	7
17.	Check instruments	1	2	3	4	5	6	7
18.	Count instruments	1	2	3	4	5	6	7
19.	Request additional instruments	1	2	3	4	5	6	7
20.	Obtain sterile sponge packs	1	2	3	4	5	6	7
21.	Count sponges	1	2	3	4	5	6	7
22.	Arrange sponges	1	2	3	4	5	6	7
23.	Prepare sponges	1	2	3	4	5	6	7
24.	Obtain sterilized suture packs	1	2	3	4	5	6	7
25.	Count sutures	1	2	3	4	5	6	7
26.	Prepare sutures	1	2	3	4	5	6	7

27.	Arrange sutures	1	2	3	4	5	6	7
28.	Obtain sterilized basin packs	1	2	3	4	5	6	7
29.	Position basins	1	2	3	4	5	6	7
30.	Obtain prep solutions, water	1	2	3	4	5	6	7
31.	Pour water, prep solutions	1	2	3	4	5	6	7
32.	Request special solutions	1	2	3	4	5	6	7
33.	Prepare solutions	1	2	3	4	5	6	7
34.	Soak optic devices in disinfectant for operative procedure	1	2	3	4	5	6	7
35.	Ask questions for clarification	1	2	3	4	5	6	7
36.	Orient assistant/orderly personnel	1	2	3	4	5	6	7
37.	Receive instructions	1	2	3	4	5	6	7
38.	Relay messages	1	2	3	4	5	6	7
39.	Place X-rays on view box	1	2	3	4	5	6	7
40.	Shave operative area of patient	1	2	3	4	5	6	7
41.	Talk reassuringly to patient	1	2	3	4	5	6	7
42.	Assist with positioning patient	1	2	3	4	5	6	7
43.	Restrain patient	1	2	3	4	5	6	7
44.	Tell patient of procedural intent	1	2	3	4	5	6	7
45.	Assist with sterile prep	1	2	3	4	5	6	7
46.	Assist with draping patient	1	2	3	4	5	6	7
47.	Obtain O-R forms	1	2	3	4	5	6	7
48.	Stamp patient's name on O-R forms	1	2	3	4	5	6	7
49.	Write operative information on O-R forms	1	2	3	4	5	6	7
50.	Fill hypodermic syringe	1	2	3	4	5	6	7
OTHER PRE-OPERATIVE FUNCTIONS								

Operative Functions

51.	Hand instruments	1	2	3	4	5	6	7
52.	Hold retractors	1	2	3	4	5	6	7
53.	Prepare sutures	1	2	3	4	5	6	7
54.	Cut sutures as directed by surgeon	1	2	3	4	5	6	7
55.	Hold organs or tissue as directed	1	2	3	4	5	6	7
56.	Apply hand pressure as directed	1	2	3	4	5	6	7
57.	Anticipate surgeon's need	1	2	3	4	5	6	7
58.	Adjust electrical-surgical equipment	1	2	3	4	5	6	7
59.	Focus lights	1	2	3	4	5	6	7
60.	Request additional supplies	1	2	3	4	5	6	7
61.	Provide emergency equipment	1	2	3	4	5	6	7
62.	Aspirate incision	1	2	3	4	5	6	7
63.	Check drainage of urinary catheter	1	2	3	4	5	6	7
64.	Sponge incision	1	2	3	4	5	6	7
65.	Receive organs/tissue specimens	1	2	3	4	5	6	7
66.	Identify specimens	1	2	3	4	5	6	7
67.	Label specimens	1	2	3	4	5	6	7
68.	Receive additional linens	1	2	3	4	5	6	7
69.	Change soiled linens	1	2	3	4	5	6	7
70.	Chart operative information on O-R form	1	2	3	4	5	6	7
71.	Rinse instruments	1	2	3	4	5	6	7
72.	Sort and separate instruments not to be used again	1	2	3	4	5	6	7
73.	Wipe instruments	1	2	3	4	5	6	7
74.	Moisten sponges	1	2	3	4	5	6	7
75.	Rearrange instruments	1	2	3	4	5	6	7
76.	Hold I. V. bottles for anesthetist	1	2	3	4	5	6	7

77.	Obtain needed supplies for anesthetist	1	2	3	4	5	6	7
78.	Help anesthetist hold patient in position	1	2	3	4	5	6	7
79.	Hand tape to anesthetist	1	2	3	4	5	6	7
80.	Obtain blood for anesthetist	1	2	3	4	5	6	7
81.	Cut sterile surgical adhesive strips	1	2	3	4	5	6	7
82.	Prepare packing	1	2	3	4	5	6	7
83.	Assist with sponge count	1	2	3	4	5	6	7
84.	Unfold soiled, counted sponges	1	2	3	4	5	6	7
85.	Thread needle	1	2	3	4	5	6	7
86.	Prepare dressing	1	2	3	4	5	6	7
87.	Assist with applying dressing	1	2	3	4	5	6	7
88.	Cut adhesive strips	1	2	3	4	5	6	7
89.	Assist with taping dressing	1	2	3	4	5	6	7
90.	Assist surgeon in removing gloves & gown	1	2	3	4	5	6	7
91.	Request recovery bed	1	2	3	4	5	6	7
OTHER OPERATIVE FUNCTIONS								
Post-Operative Functions								
92.	Remove drape from patient	1	2	3	4	5	6	7
93.	Remove knee restrainers from patient	1	2	3	4	5	6	7
94.	Assist in moving patient to recovery bed	1	2	3	4	5	6	7
95.	Transfer patient from operating room to recovery room	1	2	3	4	5	6	7
96.	Check position of drainage tube, urinary catheter	1	2	3	4	5	6	7
97.	Connect new drainage tube & collection bag to urinary catheter	1	2	3	4	5	6	7

98.	Clean instruments	1	2	3	4	5	6	7
99.	Prepare germicide solution	1	2	3	4	5	6	7
100.	Soak contaminated instruments	1	2	3	4	5	6	7
101.	Prepare instrument packs	1	2	3	4	5	6	7
102.	Sterilize instrument packs	1	2	3	4	5	6	7
103.	Dispose of used and soiled linens	1	2	3	4	5	6	7
104.	Replenish linen packs	1	2	3	4	5	6	7
105.	Disassemble drills, suction apparatus	1	2	3	4	5	6	7
106.	Disconnect electrical-surgical unit	1	2	3	4	5	6	7
107.	Wipe equipment	1	2	3	4	5	6	7
108.	Remove equipment from O-R	1	2	3	4	5	6	7
109.	Wipe off stands and tables	1	2	3	4	5	6	7
110.	Clean O-R	1	2	3	4	5	6	7
111.	Empty/clean containers(basin, bucket, aspirator jar)	1	2	3	4	5	6	7
112.	Mop floors	1	2	3	4	5	6	7
113.	Use housekeeping cleaning machines	1	2	3	4	5	6	7
114.	Check sponge count	1	2	3	4	5	6	7
115.	Complete O-R forms	1	2	3	4	5	6	7
116.	Sign O-R forms	1	2	3	4	5	6	7
117.	Prepare charge slips	1	2	3	4	5	6	7
118.	Prepare specimen reports	1	2	3	4	5	6	7
119.	Hand carry forms to pick-up stations	1	2	3	4	5	6	7
120.	Position awake patients in lithotomy in cysto room	1	2	3	4	5	6	7
121.	Clean special instruments in cysto room	1	2	3	4	5	6	7
122.	Obtain plaster in cast room	1	2	3	4	5	6	7
123.	Prepare plaster	1	2	3	4	5	6	7

SURGICAL TECHNICIAN

INSTRUCTIONS:

Frequency - Check column that shows how often you do each task.

Frequently - A task you do several times each week.
Occasionally - A task you do once a week or less.

Learned - Check the column that shows where you learned this task or if you have not been taught this task.

TASKS	Frequency			Learned			
	Frequently	Occasionally	Never	During Surgical Technician Training Course	By attending In-Service classes	By observing or practice on the job	Have not been taught this task
EXAMPLES: A. Pass instruments (Answers show this task is done several times each week and was learned during a training course.)	1 ✓	2	3	4 ✓	5	6	7
B. Operate bone drill (Answers show this task is never done, and was not taught.)	1	2	3 ✓	4	5	6	7 ✓
124. Assist in applying plaster	1	2	3	4	5	6	7
125. Assist in applying cast	1	2	3	4	5	6	7
126. Hold patient's extremities in cast room	1	2	3	4	5	6	7
127. Lift patients	1	2	3	4	5	6	7
128. Assist in removing cast	1	2	3	4	5	6	7
129. Verify correct patient	1	2	3	4	5	6	7
130. Report defective equipment to superiors	1	2	3	4	5	6	7
131. Report defective supplies to superiors	1	2	3	4	5	6	7
132. Report shortages	1	2	3	4	5	6	7
133. Report unusual happenings	1	2	3	4	5	6	7
134. Assist with inventory	1	2	3	4	5	6	7
135. Assist in checking incoming supplies	1	2	3	4	5	6	7

124. Assist in applying plaster	1	2	3	4	5	6	7
125. Assist in applying cast	1	2	3	4	5	6	7
126. Hold patient's extremities in cast room	1	2	3	4	5	6	7
127. Lift patients	1	2	3	4	5	6	7
128. Assist in removing cast	1	2	3	4	5	6	7
129. Verify correct patient	1	2	3	4	5	6	7
130. Report defective equipment to superiors	1	2	3	4	5	6	7
131. Report defective supplies to superiors	1	2	3	4	5	6	7
132. Report shortages	1	2	3	4	5	6	7
133. Report unusual happenings	1	2	3	4	5	6	7
134. Assist with inventory	1	2	3	4	5	6	7
135. Assist in checking incoming supplies	1	2	3	4	5	6	7
136. Read literature on operating room procedures	1	2	3	4	5	6	7
OTHER POST-OPERATIVE FUNCTIONS							

PITTSBURGH PUBLIC SCHOOLS
DIVISION OF OCCUPATIONAL, VOCATIONAL AND TECHNICAL EDUCATION
HEALTH TRAINING INSTITUTE

TO:	Surgical Technician Supervisors in Pittsburgh Area Hospitals
FROM:	Louis J. Kishkunas, Assistant Superintendent for Occupational, Vocational and Technical Education
DATE:	January 9, 1967
SUBJECT:	JOB ANALYSIS QUESTIONNAIRE

The Pittsburgh Board of Public Education is presently engaged in research which has as its goal the development of new and improved training methods for surgical technicians. In order to accomplish this goal, it is necessary to have certain information regarding the job activities of surgical technicians.

I am enclosing a questionnaire form designed to help us collect the needed data. I would appreciate your completion of the questionnaire and its return to me. If possible, I would like to receive the completed questionnaire by January 20, 1967. Mail the completed forms directly to

Board of Public Education
Health Research Team
O.V.T. Center
635 Ridge Avenue
Pittsburgh, Pennsylvania 15212

in the enclosed self-addressed stamped envelope.

Thank you for your cooperation and for your prompt return of the completed questionnaire.

Enclosures

PITTSBURGH PUBLIC SCHOOLS
DIVISION OF OCCUPATIONAL, VOCATIONAL AND TECHNICAL EDUCATION
HEALTH TRAINING INSTITUTE

PITTSBURGH TECHNICAL HEALTH TRAINING INSTITUTE DEMONSTRATION PROJECT

This form is designed to help you in giving us a report on the job performance of ______________________________________ in connection with a research study being conducted by the Pittsburgh Board of Public Education, Division of Occupational, Vocational, and Technical Education, for the United States Department of Health, Education, and Welfare. The information you provide will be used for research and statistical purposes only, and will never become part of the individual's record.

The purpose of the study is to investigate the performance of Surgical Technicians. In addition, the information gleaned from the study will provide the school with a guide for tying their training program more closely to the job requirements.

Your full cooperation is appreciated.

NAME____

POSITION____

INSTITUTION_______________________ DEPARTMENT____________

YEARS EXPERIENCE__________________________________

DEGREE____

NUMBER OF PERSONS YOU SUPERVISE___________________

REPORT OF TYPICAL BEHAVIOR

During the past three or four days there has probably been a time when ____ has said or done something which impressed you as being indicative of his/her typical behavior on the job. Please think of the last time such an incident occurred and then complete the following form.

- - - - - - - - - - - - - - - - - -

1. What led up to the event? Please describe the circumstances which led up to the event in as much detail as possible.

2. Exactly what did the employee say or do that impressed you as being typical of his/her on-the-job behavior?

3. a. If this behavior was effective in accomplishing the task assigned, why in your opinion was this behavior effective?

   b. If this behavior was ineffective in accomplishing the task assigned, what in your opinion should he/she have done?

SURGICAL TECHNICIAN

Rating of ____

Directions: The following set of scales represent a wide variety of tasks performed by surgical technicians. Please indicate where the person named rates on each of these scales by circling the appropriate number. Notice that a rating scale of one (1) indicates inadequate performance in a given area. A rating of five (5) indicates average performance, and a rating of nine (9) indicates superior performance in this area. The scales are independent so that it is possible for a person to rate high on one scale and still rate low on another.

Scrubbing alone on routine major surgery

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9
Inadequate Average Superior

Scrubbing alone on emergency or complex surgery

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9
Inadequate Average Superior

Circulating with assistance

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9
Inadequate Average Superior

Performing housekeeping tasks

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9
Inadequate Average Superior

Showing initiative

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9
Inadequate Average Superior

Assuming responsibility

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9
Inadequate Average Superior

Maintaining satisfactory interpersonal relations

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9
Inadequate Average Superior

Pre-Operative Functions

1.	Scrub hands	1	2	3	4	5	6
2.	Glove and gown	1	2	3	4	5	6
3.	Assist with gloving and gowning	1	2	3	4	5	6
4.	Obtain equipment	1	2	3	4	5	6
5.	Connect electrical-surgical units, drills, suction	1	2	3	4	5	6
6.	Adjust electrical-surgical units, lights	1	2	3	4	5	6
7.	Assemble drills	1	2	3	4	5	6
8.	Inspect equipment	1	2	3	4	5	6
9.	Test equipment	1	2	3	4	5	6
10.	Lubricate equipment	1	2	3	4	5	6
11.	Request equipment	1	2	3	4	5	6
12.	Obtain sterilized linen packs	1	2	3	4	5	6
13.	Drape tables, stands	1	2	3	4	5	6
14.	Arrange linens on linen table	1	2	3	4	5	6
15.	Obtain sterilized instrument packs	1	2	3	4	5	6
16.	Arrange instruments	1	2	3	4	5	6
17.	Check instruments	1	2	3	4	5	6
18.	Count instruments	1	2	3	4	5	6
19.	Request additional instruments	1	2	3	4	5	6
20.	Obtain sterile sponge packs	1	2	3	4	5	6
21.	Count sponges	1	2	3	4	5	6
22.	Arrange sponges	1	2	3	4	5	6
23.	Prepare sponges	1	2	3	4	5	6
24.	Obtain sterilized suture packs	1	2	3	4	5	6
25.	Count sutures	1	2	3	4	5	6
26.	Prepare sutures	1	2	3	4	5	6

27.	Arrange sutures	1	2	3	4	5	6
28.	Obtain sterilized basin packs	1	2	3	4	5	6
29.	Position basins	1	2	3	4	5	6
30.	Obtain prep solutions, water	1	2	3	4	5	6
31.	Pour water, prep solutions	1	2	3	4	5	6
32.	Request special solutions	1	2	3	4	5	6
33.	Prepare solutions	1	2	3	4	5	6
34.	Soak optic devices in disinfectant for operative procedure	1	2	3	4	5	6
35.	Ask questions for clarification	1	2	3	4	5	6
36.	Orient assistant/orderly personnel	1	2	3	4	5	6
37.	Receive instructions	1	2	3	4	5	6
38.	Relay messages	1	2	3	4	5	6
39.	Place X-rays on view box	1	2	3	4	5	6
40.	Shave operative area of patient	1	2	3	4	5	6
41.	Talk reassuringly to patient	1	2	3	4	5	6
42.	Assist with positioning patient	1	2	3	4	5	6
43.	Restrain patient	1	2	3	4	5	6
44.	Tell patient of procedural intent	1	2	3	4	5	6
45.	Assist with sterile prep	1	2	3	4	5	6
46.	Assist with draping patient	1	2	3	4	5	6
47.	Obtain O-R forms	1	2	3	4	5	6
48.	Stamp patient's name on O-R forms	1	2	3	4	5	6
49.	Write operative information on O-R forms	1	2	3	4	5	6
50.	Fill hypodermic syringe	1	2	3	4	5	6
OTHER PRE-OPERATIVE FUNCTIONS							

Operative Functions

1. Hand instruments	1	2	3	4	5	6	
2. Hold retractors	1	2	3	4	5	6	
3. Prepare sutures	1	2	3	4	5	6	
4. Cut sutures as directed by surgeon	1	2	3	4	5	6	
5. Hold organs or tissue as directed	1	2	3	4	5	6	
6. Apply hand pressure as directed	1	2	3	4	5	6	
7. Anticipate surgeon's need	1	2	3	4	5	6	
8. Adjust electrical-surgical equipment	1	2	3	4	5	6	
9. Focus lights	1	2	3	4	5	6	
0. Request additional supplies	1	2	3	4	5	6	
1. Provide emergency equipment	1	2	3	4	5	6	
2. Aspirate incision	1	2	3	4	5	6	
3. Check drainage of urinary catheter	1	2	3	4	5	6	
4. Sponge incision	1	2	3	4	5	6	
5. Receive organs/tissue specimens	1	2	3	4	5	6	
6. Identify specimens	1	2	3	4	5	6	
7. Label specimens	1	2	3	4	5	6	
8. Receive additional linens	1	2	3	4	5	6	
9. Change soiled linens	1	2	3	4	5	6	
0. Chart operative information on O-R form	1	2	3	4	5	6	
1. Rinse instruments	1	2	3	4	5	6	
2. Sort and separate instruments not to be used again	1	2	3	4	5	6	
3. Wipe instruments	1	2	3	4	5	6	
4. Moisten sponges	1	2	3	4	5	6	
5. Rearrange instruments	1	2	3	4	5	6	
6. Hold I. V.. bottles for anesthetist	1	2	3	4	5	6	

77.	Obtain needed supplies for anesthetist	1	2	3	4	5	6	
78.	Help anesthetist hold patient in position	1	2	3	4	5	6	
79.	Hand tape to anesthetist	1	2	3	4	5	6	
80.	Obtain blood for anesthetist	1	2	3	4	5	6	
81.	Cut sterile surgical adhesive strips	1	2	3	4	5	6	
82.	Prepare packing	1	2	3	4	5	6	
83.	Assist with sponge count	1	2	3	4	5	6	
84.	Unfold soiled, counted sponges	1	2	3	4	5	6	
85.	Thread needle	1	2	3	4	5	6	
86.	Prepare dressing	1	2	3	4	5	6	
87.	Assist with applying dressing	1	2	3	4	5	6	
88.	Cut adhesive strips	1	2	3	4	5	6	
89.	Assist with taping dressing	1	2	3	4	5	6	
90.	Assist surgeon in removing gloves & gown	1	2	3	4	5	6	
91.	Request recovery bed	1	2	3	4	5	6	
OTHER OPERATIVE FUNCTIONS								

Post-Operative Functions

92.	Remove drape from patient	1	2	3	4	5	6	
93.	Remove knee restrainers from patient	1	2	3	4	5	6	
94.	Assist in moving patient to recovery bed	1	2	3	4	5	6	
95.	Transfer patient from operating room to recovery room	1	2	3	4	5	6	
96.	Check position of drainage tube, urinary catheter	1	2	3	4	5	6	
97.	Connect new drainage tube & collection bag to urinary catheter	1	2	3	4	5	6	

98.	Clean instruments	1	2	3	4	5	6
99.	Prepare germicide solution	1	2	3	4	5	6
100.	Soak contaminated instruments	1	2	3	4	5	6
101.	Prepare instrument packs	1	2	3	4	5	6
102.	Sterilize instrument packs	1	2	3	4	5	6
103.	Dispose of used and soiled linens	1	2	3	4	5	6
104.	Replenish linen packs	1	2	3	4	5	6
105.	Disassemble drills, suction apparatus	1	2	3	4	5	6
106.	Disconnect electrical-surgical unit	1	2	3	4	5	6
107.	Wipe equipment	1	2	3	4	5	6
108.	Remove equipment from O-R	1	2	3	4	5	6
109.	Wipe off stands and tables	1	2	3	4	5	6
110.	Clean O-R	1	2	3	4	5	6
111.	Empty/clean containers (basin, bucket, aspirator jar)	1	2	3	4	5	6
112.	Mop floors	1	2	3	4	5	6
113.	Use housekeeping cleaning machines	1	2	3	4	5	6
114.	Check sponge count	1	2	3	4	5	6
115.	Complete O-R forms	1	2	3	4	5	6
116.	Sign O-R forms	1	2	3	4	5	6
117.	Prepare charge slips	1	2	3	4	5	6
118.	Prepare specimen reports	1	2	3	4	5	6
119.	Hand carry forms to pick-up stations	1	2	3	4	5	6
120.	Position awake patients in lithotomy in cysto room	1	2	3	4	5	6
121.	Clean special instruments in cysto room	1	2	3	4	5	6
122.	Obtain plaster in cast room	1	2	3	4	5	6
123.	Prepare plaster	1	2	3	4	5	6
		1	2	3	4	5	6

SURGICAL TECHNICIAN

IMPORTANCE OF TASKS

Please check the tasks performed on the job and judge the importance of each task. By important we mean critical or crucial. We are interested in those functions that are performed by surgical technicians in your hospital. Place a dash in the appropriate place in the answer column for those functions not performed by a surgical technician.

An example of how the answers might look is presented below.

	Not a function	Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important
1. Pass instruments	1	2	3 ✓	4	5	6
2. Transport patients	1	2	3	4 ✓	5	6
3. Operate bone drill	1 —	2	3	4	5	6

A check (✓) for Item 1 indicates that it is a function of a surgical technician and is considered very important. A dash (—) for Item 3 indicates that it is not a function of a surgical technician. It, therefore, should not be rated for importance.

Additional comments may be written in the margin or beside the item.	Not a Function	Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important
25. Assist in applying cast	1	2	3	4	5	6
26. Hold Patient's extremities in cast room	1	2	3	4	5	6
27. Lift patients	1	2	3	4	5	6
28. Assist in removing cast	1	2	3	4	5	6
	1	2	3	4	5	6

125.	Assist in applying cast	1	2	3	4	5	6
126.	Hold Patient's extremities in cast room	1	2	3	4	5	6
127.	Lift patients	1	2	3	4	5	6
128.	Assist in removing cast	1	2	3	4	5	6
129.	Verify correct patient	1	2	3	4	5	6
130.	Report defective equipment to superiors	1	2	3	4	5	6
131.	Report defective supplies to superiors	1	2	3	4	5	6
132.	Report shortages	1	2	3	4	5	6
133.	Report unusual happenings	1	2	3	4	5	6
134.	Assist with inventory	1	2	3	4	5	6
135.	Assist in checking incoming supplies	1	2	3	4	5	6
136.	Read literature on operating room procedures	1	2	3	4	5	6
	OTHER POST-OPERATIVE FUNCTIONS						

Check one answer for the following questions.

A. Do surgical technicians in your hospital "scrub"?
   1. frequently ( )
   2. occasionally ( )
   3. rarely ( )

B. Do surgical technicians in your hospital "circulate"?
   1. frequently ( )
   2. occasionally ( )
   3. rarely ( )

APPENDIX C

ITEM FREQUENCIES FOR LICENSED PRACTICAL NURSE AND NURSE AIDE CHECK LISTS

TASK		Importance of Task as Rated by Registered Nurse (Reported in Percentages)						Frequency of Performance as Rated by Worker (Reported in Percentages)		
		Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently
1. Perform unit admitting procedures	LPN	64.0	16.5	12.9	.7	.7	5.	2.9	10.6	86.56
	NA	43.6	22.7	6.1	1.8	3.1	22.7	12.4	31.4	56.2
2. Assist with unit admitting procedures	LPN	52.3	23.1	14.6	3.8	.8	5.4	2.4	22.5	75.1
	NA	33.9	26.7	11.5	4.8	1.2	21.8	3.9	96.1	62.0
3. Perform unit discharge procedures	LPN	49.3	18.4	19.1	3.7	2.9	6.6	7.1	22.5	70.4
	NA	36.6	29.3	7.9	3.0	4.3	18.9	18.3	29.7	52.0
4. Assist with unit discharge procedures	LPN	38.5	21.5	23.8	6.9	4.6	4.6	6.0	32.5	61.4
	NA	33.1	29.4	10.4	3.7	1.8	21.5	10.7	30.3	59.0
5. Attend unit report	LPN	81.6	12.1	4.3	.7	-	1.4	.6	3.5	95.9
	NA	37.0	15.4	9.3	5.6	-	32.7	8.8	7.2	84.0
6. Take notes on unit report	LPN	65.0	17.9	5.0	5.0	4.3	2.9	4.2	14.3	81.5
	NA	25.9	10.1	12.0	5.1	5.1	41.8	20.9	18.1	61.0
7. Complete newborn nursery admission procedure -footprints weight, bath	LPN	42.6	17.2	4.9	1.6	.8	32.8	56.6	28.7	14.7
	NA	3.3	1.3	2.6	-	-	92.7	96.4	1.2	2.4
8. Assist with newborn nursery admission procedure	LPN	37.9	23.1	15.3	2.4	.8	20.2	55.9	29.4	14.7
	NA	24.2	14.8	7.4	.7	-	53.0	93.0	3.5	3.5
9. Show babies	LPN	9.8	11.4	24.4	25.2	12.2	17.1	54.5	26.6	18.9
	NA	25.9	9.1	12.6	5.6	3.5	43.4	88.9	5.3	5.8

TASK		Importance of Task as Rated by Registered Nurse (Reported in Percentages)						Frequency of Performance as Rated by Worker (Reported in Percentages)		
		Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently
10. Set up for bedside religious rites	LPN	20.9	23.9	30.6	9.0	11.2	4.5	29.0	56.2	14.8
	NA	33.6	15.4	18.1	9.4	6.0	17.4	46.7	36.3	17.0
11. Deliver messages	LPN	27.0	15.3	16.1	8.0	14.6	19.0	5.9	41.2	52.9
	NA	43.6	23.0	12.7	4.2	5.5	10.9	1.6	32.8	65.6
12. Read to patient	LPN	2.2	5.2	27.6	26.1	22.4	16.4	25.0	62.2	12.8
	NA	16.3	6.6	30.7	10.8	11.4	24.1	32.0	52.2	15.7
13. Refer patient to social service agency	LPN	8.1	13.2	13.2	4.4	1.5	59.6	68.5	26.1	5.5
	NA	2.6	1.3	3.2	.6	1.9	90.4	88.3	9.5	2.2
14. Make charge slips	LPN	15.3	10.9	16.1	11.7	6.6	39.4	27.2	29.0	43.8
	NA	19.7	11.5	7.6	3.8	.6	56.7	51.1	25.0	23.9
15. Make credit slips	LPN	12.3	8.0	15.2	13.8	7.2	43.5	46.1	26.9	26.9
	NA	6.4	3.8	4.5	2.6	1.9	80.8	68.1	19.8	12.1
16. Sort credit slips	LPN	3.1	4.6	5.4	9.2	10.8	66.9	77.9	13.5	8.6
	NA	5.8	2.6	10.9	5.1	5.8	69.9	75.8	15.7	8.4
17. Sort charge slips	LPN	3.9	3.9	6.3	8.6	10.9	66.4	68.3	18.9	12.8
	NA	15.6	1.1	1.3	7.1	5.8	47.4	69.9	18.2	11.9
18. Answer patient call	LPN	76.4	16.4	2.9	.7	1.4	2.1	.6	5.2	94.
	NA	69.1	24.2	2.4	1.8	.6	1.8	1.1	6.8	92.1

TASK		Importance of Task as Rated by Registered Nurse (Reported in Percentages)						Frequency of Performance as Rated by Worker (Reported in Percentages)		
		Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently
19. Instruct patient in simple hygiene procedures	LPN	60.3	21.3	14.9	.7	.7	2.1	2.4	14.8	82.8
	NA	37.9	31.1	7.5	7.5	1.2	14.9	12.8	34.8	52.4
20. Assist in teaching patient simple hygiene	LPN	51.9	23.3	14.3	2.3	3.0	5.3	4.8	18.6	76.6
	NA	37.7	36.4	9.1	5.2	3.2	8.4	17.2	38.9	43.9
21. Teach patient to inject his own insulin	LPN	16.3	2.3	1.6	.8	1.6	77.5	83.7	13.7	2.5
	NA	13.7	7.2	2.0	--	--	77.1	98.9	.6	.6
22. Deliver mail	LPN	1.5	2.2	6.0	18.7	32.8	38.8	11.7	60.2	28.1
	NA	19.2	15.0	19.2	13.2	1.5	18.6	10.2	38.5	51.3
23. Deliver flowers	LPN	1.5	1.5	6.8	21.8	36.1	32.3	11.6	58.7	29.7
	NA	23.4	13.8	21.6	13.8	14.4	13.2	15.2	37.0	47.8
24. Make routine security check	LPN	32.6	14.4	15.2	3.8	3.0	31.1	32.9	14.4	52.7
	NA	15.8	7.2	3.9	5.9	4.6	62.5	35.1	19.0	46.0
25. Process patient's valuables	LPN	40.9	21.9	18.2	5.1	4.4	95.0	13.6	43.8	42.6
	NA	35.5	19.3	8.4	2.4	1.8	32.5	25.3	34.5	30.2
26. Explain patient condition to family	LPN	6.1	4.6	6.9	1.5	.8	80.2	40.0	41.8	18.2
	NA	10.3	4.5	2.6	.6	--	82.1	84.1	12.1	3.8
27. Obtain patient signatures	LPN	18.5	14.1	11.9	3.7	.7	51.1	24.9	36.7	38.5
	NA	22.8	4.4	2.5	1.9	1.3	67.1	49.7	26.5	23.8

TASK		Importance of Task as Rated by Registered Nurse (Reported in Percentages)						Frequency of Performance as Rated by Worker (Reported in Percentages)		
		Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently
28. Run personal errands for patients	LPN	.8	1.5	14.5	12.2	25.2	45.8	13.1	74.4	12.5
	NA	11.5	6.7	16.4	20.6	12.7	32.1	8.6	53.0	38.4
29. Prepare requisitions for unit supplies	LPN	8.1	14.0	8.1	8.8	8.8	52.2	32.7	37.5	29.8
	NA	1.27	11.4	8.9	3.2	1.3	62.7	37.0	35.4	27.6
30. Fill our x-ray requisitions	LPN	6.7	4.5	8.2	3.0	5.2	72.4	40.8	40.8	18.3
	NA	7.6	4.4	3.2	--	1.3	83.5	81.0	12.8	6.1
31. Fill out lab requisitions	LPN	11.1	6.7	6.7	3.0	7.4	65.2	26.0	47.9	26.0
	NA	2.5	--	3.8	1.3	1.3	91.1	69.3	23.3	7.4
32. Assist in enforcing visiting hours	LPN	16.9	18.4	36.0	16.2	4.4	8.1	10.0	44.1	45.9
	NA	12.7	19.9	18.1	9.6	6.0	33.7	25.7	46.4	27.9
33. Count unit supplies	LPN	5.8	11.7	18.2	7.3	13.1	43.8	41.2	41.8	17.1
	NA	13.3	14.5	25.5	6.7	2.4	37.6	23.7	41.6	34.7
34. Record count	LPN	9.2	9.9	13.7	3.8	9.2	54.2	54.3	33.5	12.2
	NA	8.6	9.3	9.3	4.6	4.0	64.2	70.9	14.3	14.9
35. Make narcotic count	LPN	19.5	5.5	.8	--	.8	73.4	66.3	16.9	16.9
	NA	7.1	6.5	5.8	1.9	--	78.7	98.9	0	1.1
36. Assist in narcotic count	LPN	25.4	7.7	6.2	4.6	.8	55.4	47.3	33.1	19.5
	NA	1.3	3.3	1.3	1.3	.7	92.1	95.6	2.2	2.2

TASK		Importance of Task as Rated by Registered Nurse (Reported in Percentages)						Frequency of Performance as Rated by Worker (Reported in Percentages)		
		Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently
37. Maintain unit supply level	LPN	9.6	12.6	12.6	6.7	5.2	53.3	35.6	41.7	22.7
	NA	11.4	16.3	15.7	3.0	4.8	48.8	37.0	32.0	30.9
38. Deliver supplies	LPN	2.2	5.9	12.6	9.6	6.7	63.0	50.3	39.5	10.2
	NA	11.4	15.6	16.2	4.8	9.6	42.5	38.0	31.0	31.0
39. Dust floor in patient's room	LPN	1.5	--	--	3.0	.8	94.7	82.5	16.9	.6
	NA	--	1.9	--	1.9	1.9	94.2	83.3	15.6	1.1
40. Clean discharged patient's unit	LPN	7.5	2.3	3.0	7.5	5.3	74.4	48.8	40.2	11.0
	NA	9.7	11.0	3.2	1.9	3.9	70.1	37.8	29.2	33.0
41. Make unoccupied bed	LPN	47.5	15.6	14.9	11.3	2.8	7.8	6.5	17.8	75.7
	NA	36.2	14.1	19.0	1.2	2.5	27.0	6.4	21.8	71.8
42. Make occupied bed	LPN	58.6	18.6	12.1	7.1	1.4	2.1	.6	7.0	92.4
	NA	45.7	17.1	13.4	.6	1.2	22.0	2.7	7.6	89.7
43. Make post-operative bed	LPN	54.3	18.6	13.6	7.1	2.1	4.3	7.1	20.6	72.4
	NA	44.7	19.3	18.6	1.2	1.9	14.3	8.1	25.8	66.1
44. Disinfect bathrooms	LPN	3.0	3.0	5.3	2.3	2.3	84.2	69.0	27.4	3.6
	NA	11.0	8.4	5.2	2.6	--	72.9	64.8	27.4	7.8
45. Wash glasses and pitchers	LPN	6.5	5.8	5.8	14.5	12.3	55.1	27.5	54.5	18.0
	NA	24.7	15.1	15.1	7.8	6.0	31.3	10.0	22.1	67.9

TASK		Importance of Task as Rated by Registered Nurse (Reported in Percentages)						Frequency of Performance as Rated by Worker (Reported in Percentages)		
		Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently
46. Clean utility area	LPN	7.5	7.5	14.9	20.9	11.2	38.1	11.0	57.2	31.8
	NA	27.2	22.2	18.5	4.3	8.0	19.8	4.3	8.5	87.2
47. Clean oxygen equipment	LPN	12.3	8.0	18.1	5.8	5.1	50.7	42.1	49.4	8.5
	NA	28.2	12.8	7.1	1.9	.6	49.4	64.1	23.4	12.5
48. Clean aspiration equipment	LPN	23.2	8.7	22.5	6.5	4.3	34.8	27.2	58.6	14.2
	NA	20.0	15.0	8.7	3.1	5.0	48.1	53.6	29.6	16.8
49. Sterilize instruments	LPN	22.1	5.1	8.1	2.2	.7	61.8	62.2	26.8	11.0
	NA	19.1	9.9	3.3	1.3	2.0	64.5	65.9	16.8	17.3
50. Separate laundry	LPN	2.9	2.2	5.1	7.4	11.8	70.6	60.7	24.4	14.9
	NA	11.3	15.1	12.6	6.3	8.2	46.5	39.5	17.3	43.2
51. Fold laundry	LPN	1.5	--	2.2	3.7	12.6	80.0	69.9	19.9	10.2
	NA	23.7	13.7	10.0	5.0	8.1	39.4	60.3	21.7	17.9
52. Stock laundry	LPN	1.5	1.5	2.2	7.4	11.0	76.5	64.3	23.2	12.5
	NA	20.6	18.8	14.4	5.0	6.9	34.4	52.4	22.5	25.1
53. Collect and return items to laundry	LPN	5.2	2.2	8.9	3.7	14.8	65.2	67.7	19.6	13.7
	NA	13.3	8.2	10.1	3.8	8.2	56.3	50.3	25.4	24.3
54. Check food trays against patient diet list	LPN	45.3	20.1	13.7	5.0	1.4	14.4	9.5	22.6	67.9
	NA	18.8	12.7	10.9	1.2	1.8	54.5	16.2	35.7	48.1

		Importance of Task as Rated by Registered Nurse (Reported in Percentages)						Frequency of Performance as Rated by Worker (Reported in Percentages)		
TASK		Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently
55. Help patients plan for special diets	LPN	21.6	9.7	14.9	6.7	.7	46.3	39.0	48.8	12.2
	NA	5.6	3.1	3.1	4.3	-	84.0	78.9	16.9	5.0
56. Collect and return items to central supply	LPN	11.9	8.9	12.6	15.6	22.2	28.9	15.0	48.5	36.5
	NA	21.7	18.7	14.5	5.4	8.4	31.3	6.4	29.3	64.4
57. Make diet substitutions	LPN	11.5	8.6	5.8	2.9	.7	70.5	51.9	38.9	9.3
	NA	1.9	.6	1.3	-	-	96.2	81.8	12.7	5.5
58. Change diet from liquid to soft	LPN	9.5	8.0	3.6	2.2	.7	75.9	53.0	31.9	15.1
	NA	1.3	1.9	1.9	-	-	94.9	80.6	13.3	6.1
59. Prepare meals	LPN	1.5	.7	.7	2.9	7.4	86.8	83.9	12.4	3.7
	NA	.7	-	.7	-	.7	98.0	89.5	8.3	2.2
60. Prepare snacks	LPN	5.8	3.6	10.1	19.6	13.0	61.1	33.9	53.9	12.1
	NA	11.4	15.2	12.0	12.0	5.1	44.3	42.6	42.6	14.8
61. Make infant formula	LPN	19.0	6.3	4.8	4.8	4.0	77.9	73.7	19.1	7.2
	NA	5.5	2.8	2.1	-	-	89.7	95.5	1.1	3.4
62. Put food on trays	LPN	3.8	3.1	3.1	3.1	9.2	77.9	58.6	24.8	16.6
	NA	12.3	9.1	10.4	2.6	1.3	64.3	71.8	21.3	6.9
63. Position patient for meals	LPN	48.9	24.5	12.9	7.9	1.4	4.3	4.1	11.8	84.1
	NA	36.0	23.8	6.7	1.8	1.2	30.5	8.6	11.3	80.1

		Importance of Task as Rated by Registered Nurse (Reported in Percentages)						Frequency of Performance as Rated by Worker (Reported in Percentages)		
TASK		Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently
64. Fill infant bottles	LPN	21.6	10.4	8.8	7.2	1.6	50.4	64.7	21.6	13.7
	NA	8.3	4.2	4.9	.7	--	81.9	89.9	3.9	6.1
65. Assist patient in eating	LPN	49.6	24.1	18.4	4.3	.7	2.8	2.9	20.6	76.5
	NA	49.7	25.4	9.5	--	1.8	13.6	7.6	20.1	72.3
66. Serve regular meals	LPN	17.3	12.9	12.2	8.6	7.2	41.7	27.7	21.1	51.2
	NA	21.4	11.9	5.7	1.9	3.1	56.0	55.1	14.0	30.9
67. Serve snacks	LPN	11.9	10.4	12.6	21.5	12.6	31.1	16.6	50.9	32.5
	NA	19.6	20.8	19.0	7.7	3.6	29.2	29.5	38.8	37.7
68. Feed babies	LPN	57.7	16.9	10.0	.8	--	14.6	49.2	33.8	22.1
	NA	22.0	16.7	5.3	2.0	--	54.0	79.8	8.4	11.8
69. Provide water service	LPN	12.7	12.7	14.9	5.2	10.4	49.0	10.9	46.7	42.4
	NA	30.8	27.8	14.8	4.1	4.1	18.3	7.5	5.9	86.6
70. Ask patient about condition	LPN	47.8	36.8	5.1	2.2	.7	7.4	4.7	81.1	14.2
	NA	24.2	21.7	13.4	1.3	3.8	35.7	11.4	26.5	62.2
71. Report observations	LPN	88.7	9.9	.7	--	.7	0.0	0.0	1.1	98.9
	NA	67.4	20.9	4.7	1.2	1.2	4.7	4.8	13.9	81.3
72. Record observations	LPN	90.7	7.9	.7	--	--	0.7	0.6	2.9	96.6
	NA	16.1	7.1	2.6	1.9	1.3	71.0	72.0	9.3	18.7

TASK		Importance of Task as Rated by Registered Nurse (Reported in Percentages)						Frequency of Performance as Rated by Worker (Reported in Percentages)		
		Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently
73. Report treatments to registered nurse	LPN	83.6	12.9	.7	.7	.7	1.4	1.1	3.4	95.4
	NA	60.9	10.6	1.9	1.9	1.2	23.6	23.0	21.9	55.1
74. Record treatments	LPN	83.7	11.3	2.1	--	--	2.8	0.6	1.7	97.7
	NA	18.2	6.3	5.0	--	.6	69.8	75.0	11.7	13.3
75. Record medications	LPN	51.4	5.8	--	--	--	42.8	47.6	11.0	41.5
	NA	1.3	.6	.6	--	--	97.4	97.2	1.7	1.1
76. Put information on patient's chart	LPN	80.7	10.0	2.1	--	.7	6.4	1.7	6.9	91.3
	NA	6.3	--	1.9	1.9	1.3	88.7	64.2	19.9	15.9
77. Take the fetal heart tone	LPN	38.6	5.5	6.3	1.6	--	48.0	62.7	27.5	9.8
	NA	.7	.7	.7	--	--	98.0	93.8	3.4	2.8
78. Take temperature	LPN	78.4	18.0	2.9	--	--	.7	--	2.9	97.1
	NA	49.7	18.6	3.0	.6	1.2	26.9	4.2	8.9	86.8
79. Take pulse	LPN	78.6	16.4	2.9	--	--	2.1	--	2.9	97.1
	NA	50.9	18.0	2.4	.6	1.2	26.9	7.4	7.9	84.7
80. Take respiration	LPN	80.7	16.4	2.1	--	--	0.7	--	1.1	98.9
	NA	50.6	17.9	2.4	1.2	1.2	26.8	8.5	6.9	84.7
81. Record TPR	LPN	67.4	16.7	7.2	2.2	2.2	4.3	--	8.1	91.9
	NA	38.7	17.5	9.4	1.9	.6	31.9	21.9	24.0	54.1

TASK		Importance of Task as Rated by Registered Nurse (Reported in Percentages)						Frequency of Performance as Rated by Worker (Reported in Percentages)		
		Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently
82. Take blood pressure	LPN	82.7	13.7	1.4	--	.7	1.4	1.2	5.8	93.1
	NA	23.2	8.4	11.6	1.3	1.3	54.2	69.3	14.2	16.5
83. Record blood pressure	LPN	76.3	15.8	4.3	.7	1.4	1.4	1.2	5.2	93.6
	NA	10.3	1.9	2.6	1.3	.6	83.3	68.6	13.7	17.7
84. Weigh patient	LPN	58.6	22.9	14.3	1.4	1.4	1.4	1.7	22.0	76.3
	NA	34.8	28.7	7.3	1.2	1.2	26.8	7.0	32.6	60.4
85. Obtain an apical pulse	LPN	54.1	21.8	3.0	1.5	--	19.5	7.0	59.1	33.9
	NA	12.0	2.6	1.9	.6	.6	94.2	62.9	22.8	14.4
86. Take vital signs following anesthesia	LPN	76.1	12.7	2.2	.7	.7	7.5	9.0	30.7	60.2
	NA	7.8	.6	.6	.6	.6	89.6	67.6	20.1	12.3
87. Collect sputum specimen	LPN	43.0	28.1	23.0	3.0	.7	2.2	3.6	46.7	49.7
	NA	32.7	33.3	13.9	3.6	1.2	15.2	9.7	39.2	51.1
88. Collect urine specimen	LPN	41.7	27.3	25.9	3.6	.7	0.7	--	16.7	83.3
	NA	47.6	33.9	10.1	3.0	1.2	4.2	1.1	13.8	85.1
89. Collect stool specimen	LPN	41.9	27.2	22.8	3.7	2.2	2.2	3.0	42.0	55.0
	NA	46.4	34.3	9.6	1.8	1.2	6.6	4.3	34.4	61.3
90. Deliver specimen	LPN	19.4	9.7	11.2	12.7	14.2	32.8	7.0	62.8	30.2
	NA	34.7	21.0	8.4	7.2	6.6	22.2	4.3	21.9	73.8

TASK		Importance of Task as Rated by Registered Nurse (Reported in Percentages)						Frequency of Performance as Rated by Worker (Reported in Percentages)		
		Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently
91. Perform clinitest	LPN	62.6	26.6	7.9	-	1.4	1.4	2.9	20.9	76.2
	NA	54.8	27.7	6.0	1.8	1.2	8.4	9.1	16.7	74.2
92. Record results of clinitest	LPN	61.9	23.7	10.1	-	1.4	2.9	1.7	15.0	83.2
	NA	26.3	14.1	10.3	3.8	1.3	44.2	42.1	13.7	44.3
93. Strain urine for stones	LPN	55.8	19.6	13.0	-	1.4	10.1	7.1	15.7	6.7
	NA	46.2	23.1	11.5	1.3	1.3	16.7	30.1	36.0	33.9
94. Insert tube for gastric specimen	LPN	6.1	-	-	.8	-	93.1	94.5	4.3	1.2
	NA	15.8	8.2	.6	.6	-	74.7	92.7	5.1	2.2
95. Measure intake and output	LPN	72.5	18.8	3.6	2.9	1.4	.7	1.7	7.6	90.7
	NA	62.4	17.0	1.8	1.8	1.2	15.8	4.3	12.2	83.5
96. Record intake and output	LPN	67.4	22.5	7.2	.7	1.4	.7	1.4	.7	.6
	NA	41.1	12.7	1.9	1.3	3.2	39.9	26.1	13.3	60.6
97. Report unusual incidents	LPN	83.5	15.1	.7	-	.7	-	1.2	27.9	70.9
	NA	60.4	13.0	3.0	3.0	1.8	18.9	7.0	41.2	51.9
98. Write reports of incidents	LPN	53.3	17.5	5.8	-	-	23.4	24.0	46.2	29.8
	NA	11.4	4.4	1.3	2.5	-	80.4	77.2	13.9	8.9
99. Record condition of skin	LPN	62.9	24.3	8.6	2.1	.7	1.4	1.2	30.2	68.6
	NA	15.2	14.5	3.0	.6	1.8	64.8	66.3	15.5	18.2

TASK		Importance of Task as Rated by Registered Nurse (Reported in Percentages)						Frequency of Performance as Rated by Worker (Reported in Percentages)		
		Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently
100. Record appearance of body discharges	LPN	70.5	20.9	4.3	2.2	-	2.2	1.8	19.3	78.9
	NA	26.5	18.7	6.0	1.2	.6	47.0	65.2	14.6	20.2
101. Assist physician with rounds	LPN	16.5	12.8	17.3	13.5	5.3	34.6	11.7	56.7	31.6
	NA	5.8	4.5	4.5	2.6	-	82.7	75.8	20.9	3.3
102. Take verbal order from doctor for medication or treatment	LPN	10.9	.8	.8	-	.8	86.8	78.4	12.6	9.0
	NA	1.3	1.9	1.9	-	-	94.9	95.1	3.8	1.1
103. Carry out doctor's verbal orders for medication/treatment	LPN	14.5	2.3	.8	-	.8	81.7	68.9	17.4	13.8
	NA	1.3	1.3	.6	-	-	96.8	87.1	11.2	1.7
104. Record doctor's orders	LPN	20.0	6.9	-	-	.8	72.3	72.9	14.7	12.4
	NA	.6	1.3	.6	-	-	97.5	96.6	2.2	1.1
105. Drape patient for examination	LPN	38.1	25.9	26.6	4.3	1.4	3.6	5.3	57.1	37.6
	NA	18.7	13.3	6.6	7.8	4.2	49.4	27.7	50.5	21.8
106. Change dressings	LPN	53.3	31.1	7.4	-	.7	7.4	0.6	17.1	82.4
	NA	1.3	3.3	3.3	4.6	2.6	85.0	57.6	34.5	7.9
107. Apply external medicine	LPN	40.6	28.3	11.6	1.4	-	18.1	9.4	34.7	55.9
	NA	1.9	3.2	2.6	-	.6	97.1	60.7	28.7	10.7
108. Perform rectal examination of patient in labor	LPN	4.0	3.2	-	-	-	92.8	98.2	1.2	.6
	NA	.6	-	3.9	1.3	-	94.2	100.	-	-

TASK		Importance of Task as Rated by Registered Nurse (Reported in Percentages)						Frequency of Performance as Rated by Worker (Reported in Percentages)		
		Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently
109. Scrub for surgery	LPN	30.5	8.6	1.6	3.1	.8	55.5	95.0	4.4	.6
	NA	5.3	.7	2.0	.7	--	91.4	97.7	1.7	.6
110. Scrub for obstetrics	LPN	34.4	8.0	1.6	3.2	.8	52.0	90.7	6.2	3.1
	NA	4.0	--	.7	--	--	95.4	98.9	--	1.1
111. Circulate in operating room	LPN	26.6	9.7	4.8	1.6	--	57.3	96.3	1.9	1.9
	NA	5.3	--	1.3	--	--	93.4	97.2	2.3	.6
112. Assist physician in gowning	LPN	22.7	10.2	21.1	5.5	3.1	37.5	72.0	24.2	3.7
	NA	6.6	4.0	2.6	1.3	1.3	84.1	87.2	10.6	2.2
113. Do pre-operative shaving	LPN	26.2	18.5	14.6	3.1	6.9	30.8	43.0	47.9	9.1
	NA	12.1	8.3	4.5	4.5	2.5	68.2	88.9	7.2	3.9
114. Assist with pre-operative care	LPN	50.8	26.5	9.8	3.0	3.0	6.8	7.2	38.6	54.2
	NA	23.2	13.2	10.6	3.3	4.6	45.0	34.3	41.0	24.7
115. Hold and hand instruments	LPN	19.4	10.5	11.3	7.3	1.6	50.0	59.3	29.6	11.1
	NA	2.7	2.0	.7	1.3	--	93.3	78.2	17.3	4.5
116. Assemble instrument packs	LPN	16.5	11.8	7.9	1.6	6.3	55.9	74.4	17.9	7.7
	NA	17.4	4.7	8.7	3.4	2.0	63.8	82.3	11.6	6.1
117. Observe isolation techniques	LPN	76.1	15.9	3.6	--	.7	3.6	5.5	54.6	39.9
	NA	43.8	15.4	3.1	1.9	1.2	34.6	11.2	56.4	32.4

TASK		Importance of Task as Rated by Registered Nurse (Reported in Percentages)						Frequency of Performance as Rated by Worker (Reported in Percentages)		
		Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently
118. Check drainage tubes	LPN	72.1	18.6	3.6	--	1.4	4.3	3.0	20.8	76.2
	NA	34.4	6.5	7.1	3.2	1.9	46.8	18.7	40.1	41.2
119. Check patients for bleeding	LPN	80.9	12.1	2.1	--	1.4	3.5	--	20.3	79.7
	NA	36.2	8.1	3.7	1.2	.6	50.0	17.2	46.7	36.1
120. Assist patient in postural drainage	LPN	57.0	25.9	10.4	--	.7	5.9	23.2	59.1	17.7
	NA	13.7	5.9	9.8	3.3	3.3	64.1	70.4	18.5	11.1
121. Give enema	LPN	54.3	27.9	10.7	2.9	1.4	2.9	2.9	15.7	81.4
	NA	38.3	23.5	11.7	1.9	1.2	23.5	14.4	29.4	56.1
122. Empty catheter collection bag	LPN	39.9	23.2	23.2	3.6	5.1	5.1	2.9	11.6	85.5
	NA	38.0	29.4	12.3	2.5	3.1	14.7	8.1	18.9	73.0
123. Insert rectal suppositories	LPN	33.8	12.2	14.4	1.4	--	38.1	40.2	31.4	28.4
	NA	9.6	7.0	2.5	1.3	.6	79.0	87.8	8.3	3.9
124. Insert vaginal suppositories	LPN	29.7	13.0	8.0	3.6	1.4	44.2	61.6	25.0	13.4
	NA	1.3	--	.6	--	--	98.1	100.	--	--
125. Administer vaginal douche	LPN	49.6	19.4	20.1	--	.7	10.1	24.6	61.1	14.4
	NA	15.6	10.4	3.2	.6	--	70.1	91.2	7.1	1.6
126. Give urinary bladder instillations	LPN	44.1	14.7	1.5	.7	--	39.0	51.9	29.6	18.5
	NA	13.5	7.7	3.2	--	--	75.5	97.8	1.1	1.1

		Importance of Task as Rated by Registered Nurse (Reported in Percentages)						Frequency of Performance as Rated by Worker (Reported in Percentages)		
TASK		Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently
127. Give urinary bladder irrigations	LPN	52.2	17.4	9.4	--	--	21.0	18.6	37.1	44.3
	NA	14.2	10.3	3.2	.6	--	71.6	93.2	5.1	1.7
128. Catheterize patient	LPN	63.6	20.0	6.4	--	.7	9.3	14.8	40.8	44.4
	NA	12.3	8.4	3.9	--	1.3	74.0	94.3	2.3	3.4
129. Insert indwelling catheter	LPN	56.1	16.5	7.2	--	--	20.1	26.5	39.8	33.7
	NA	1.8	-	.9	--	--	97.3	96.6	.6	2.8
130. Care for colostomy	LPN	61.2	25.2	5.0	2.9	.7	5.0	13.2	54.5	32.3
	NA	12.0	.9	1.9	1.9	--	83.3	73.3	23.3	3.4
131. Care for tracheotomy	LPN	58.1	12.5	2.9	--	--	26.5	20.0	57.6	22.4
	NA	4.4	.9	1.8	--	--	92.9	85.1	9.2	5.7
132. Give sitz bath	LPN	56.1	20.9	13.7	2.2	3.6	3.6	9.5	49.7	40.8
	NA	45.0	19.2	12.5	5.0	.8	17.5	24.6	42.6	32.0
133. Remove nasal pack	LPN	4.7	3.1	.8	.8	1.6	89.1	86.9	11.3	1.8
	NA	0.9	-	-	--	--	99.1	99.4	--	.6
134. Remove fecal impaction	LPN	16.2	12.5	15.4	--	1.5	54.4	43.4	45.2	11.4
	NA	3.2	2.6	1.9	.6	9.7	81.8	90.5	8.9	.6
135. Give perineal care	LPN	52.6	21.5	20.0	2.2	.7	3.0	13.8	50.9	35.3
	NA	20.8	14.3	7.1	3.9	11.7	42.2	45.9	38.1	16.0

TASK		Importance of Task as Rated by Registered Nurse (Reported in Percentages)						Frequency of Performance as Rated by Worker (Reported in Percentages)		
		Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently
136. Give postpartun care	LPN	48.9	21.4	15.3	3.8	--	10.7	42.8	37.7	19.5
	NA	14.5	5.9	2.6	2.0	7.9	67.1	63.1	28.4	8.5
137. Give breast care to new mother	LPN	50.0	18.8	16.4	2.3	--	12.5	55.1	31.0	13.9
	NA	13.2	2.6	6.6	3.9	5.9	67.8	90.2	6.9	2.9
138. Apply binders	LPN	43.2	25.2	18.0	7.2	1.4	5.0	5.8	28.1	66.1
	NA	30.1	14.7	8.0	8.6	6.7	31.9	24.0	41.5	34.4
139. Assist patient with exercises	LPN	36.6	20.1	26.1	8.2	2.2	6.7	10.7	58.3	31.0
	NA	21.9	16.9	6.9	7.5	10.0	36.9	38.8	43.3	18.0
140. Assist patients in walking	LPN	35.0	24.1	27.0	10.2	1.5	2.2	2.9	32.0	65.1
	NA	36.1	25.9	6.0	3.6	10.2	18.1	5.8	38.4	55.8
141. Dangle patients	LPN	41.0	24.5	24.5	5.8	1.4	2.9	2.3	22.7	75.0
	NA	39.5	35.8	6.8	1.2	2.5	14.2	6.4	32.6	61.0
142. Prepare hot and cold compresses	LPN	60.9	23.2	13.0	--	--	2.9	1.7	28.5	69.8
	NA	28.6	21.4	8.4	1.9	.6	39.0	18.2	49.2	32.6
143. Apply hot and cold compresses	LPN	62.8	22.6	12.4	--	--	2.2	1.7	28.5	69.8
	NA	24.0	18.2	4.5	3.2	.6	49.4	22.3	44.7	33.0
144. Apply Ace bandage	LPN	44.6	28.8	20.9	.7	1.4	3.6	1.7	24.9	73.4
	NA	32.5	24.8	7.6	4.5	2.5	28.0	20.3	43.3	36.4

		Importance of Task as Rated by Registered Nurse (Reported in Percentages)						Frequency of Performance as Rated by Worker (Reported in Percentages)		
TASK		Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently
145. Apply poultices and plasters	LPN	29.1	14.9	12.7	4.5	3.0	35.8	75.2	19.4	5.5
	NA	15.6	11.7	2.6	-	-	70.1	94.4	4.5	1.1
146. Order prescription from pharmacy	LPN	13.3	4.4	5.2	1.5	5.9	69.9	58.0	21.9	20.1
	NA	8.8	8.2	3.8	1.9	1.3	76.1	95.0	3.3	1.7
147. Compute fractional doses of medicine	LPN	26.1	4.5	2.2	-	-	67.2	74.8	14.7	10.4
	NA	1.9	-	1.2	-	-	96.9	100.	-	-
148. Pour oral medication	LPN	50.0	4.5	.7	-	-	44.8	54.9	11.6	33.5
	NA	2.5	1.9	3.8	1.3	.6	89.9	98.3	1.7	-
149. Give oral medication	LPN	50.0	4.5	.7	-	-	44.8	52.8	13.5	33.7
	NA	3.2	3.2	2.5	.6	1.9	88.6	92.8	7.2	-
150. Put medication in the eye, ear, or nose	LPN	44.8	6.7	-	-	-	48.5	50.9	24.2	24.8
	NA	5.1	5.1	5.1	5.7	1.3	77.8	92.8	6.6	.6
151. Care for incontinent patient	LPN	49.3	28.6	15.7	2.9	.7	2.9	4.1	15.2	80.7
	NA	56.3	25.7	10.8	.6	3.0	3.6	9.1	26.9	64.0
152. Administer post-mortem care	LPN	38.4	27.5	23.9	6.5	.7	2.9	12.0	61.7	26.3
	NA	33.7	12.3	22.7	8.6	6.1	16.6	25.0	51.1	23.9
153. Administer narcotics	LPN	33.8	5.3	1.5	-	-	59.4	67.7	9.6	22.8
	NA	.6	.6	.6	1.3	.6	96.2	99.4	.6	7.2

		Importance of Task as Rated by Registered Nurse (Reported in Percentages)						Frequency of Performance as Rated by Worker (Reported in Percentages)		
TASK		Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently
154. Give immunizations	LPN	14.4	1.5	.8	-	-	83.3	91.4	4.9	3.7
	NA	4.4	5.0	1.9	.6	1.9	86.2	100.	-	-
155. Give subcutaneous injections	LPN	24.1	3.8	.8	-	.8	70.7	76.2	11.2	12.5
	NA	3.1	3.7	1.9	-	1.9	89.4	98.3	1.1	.6
156. Give intramuscular injections	LPN	27.1	4.5	1.5	-	.8	66.2	74.7	9.5	15.8
	NA	1.2	3.1	3.7	3.1	1.9	86.9	98.3	.6	1.1
157. Dress and undress patient	LPN	26.3	18.2	25.5	15.3	12.4	2.2	1.2	28.5	70.3
	NA	31.5	21.4	18.5	5.4	7.7	15.5	1.1	34.2	64.7
158. Furnish bed pan/urinal service	LPN	36.0	18.7	19.4	12.9	8.6	4.3	1.8	4.7	93.6
	NA	55.8	28.2	10.4	1.8	1.8	1.8	1.6	4.8	93.7
159. Give oral hygiene	LPN	46.0	22.3	16.5	9.4	3.6	2.2	2.9	12.2	84.9
	NA	51.5	25.2	12.9	3.1	1.2	6.1	5.9	28.7	65.4
160. Give oral hygiene to an unconscious patient	LPN	55.8	23.9	10.9	1.4	-	8.0	9.5	53.3	37.3
	NA	36.6	18.3	8.5	2.0	1.3	33.3	46.8	32.8	20.4
161. Give back rub	LPN	30.4	22.5	26.8	13.8	3.6	2.9	4.1	16.3	79.7
	NA	33.9	23.0	12.1	3.0	1.2	26.7	2.6	16.4	81.0
162. Shampoo patient's hair	LPN	18.2	14.6	27.0	18.2	14.6	7.3	31.9	55.4	12.7
	NA	16.0	20.2	23.9	16.0	8.0	16.0	41.9	46.2	11.8

TASK		Importance of Task as Rated by Registered Nurse (Reported in Percentages)						Frequency of Performance as Rated by Worker (Reported in Percentages)		
		Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently
163. Care for patient's hair and nails	LPN	24.8	20.4	25.5	20.4	6.6	2.2	4.7	46.7	48.5
	NA	29.2	19.3	22.4	12.4	8.1	8.7	16.4	55.7	27.9
164. Bathe patient	LPN	46.0	30.2	17.3	2.9	1.4	2.2	.6	14.0	85.4
	NA	53.1	21.0	3.7	3.1	1.9	17.3	4.8	21.4	73.8
165. Bathe patient in an oxygen tent	LPN	57.0	21.5	8.9	2.2	.7	9.6	7.8	53.0	39.2
	NA	36.9	9.4	2.0	3.4	1.3	47.0	42.7	37.3	20.0
166. Operate autoclave	LPN	8.3	6.1	9.8	8.3	6.8	60.6	75.8	15.9	8.3
	NA	18.0	4.0	1.3	3.3	4.0	69.3	79.9	8.4	11.7
167. Prepare tray for prep team	LPN	2.4	8.0	15.2	5.6	8.8	60.0	81.9	13.1	5.0
	NA	7.0	2.5	10.1	3.8	5.7	70.9	80.5	14.6	4.9
168. Set up croupette	LPN	25.4	14.8	6.6	7.4	.8	45.1	56.1	33.5	10.3
	NA	8.0	4.7	7.3	7.3	10.7	62.0	88.1	8.0	4.0
169. Service croupette	LPN	11.1	15.1	6.3	6.3	2.4	58.7	58.7	32.3	9.0
	NA	8.2	4.8	4.8	4.1	1.4	76.7	89.7	6.3	4.0
170. Adjust bed rails	LPN	46.4	21.0	10.1	8.0	6.5	8.0	3.5	12.9	83.5
	NA	45.5	18.2	1.8	2.4	1.2	30.9	4.3	19.7	76.1
171. Apply rubber or cotton rings	LPN	30.9	19.1	22.1	9.6	11.0	7.4	14.3	56.5	29.2
	NA	23.2	11.3	7.3	3.3	.7	54.3	29.1	49.5	21.4

TASK		Importance of Task as Rated by Registered Nurse (Reported in Percentages)						Frequency of Performance as Rated by Worker (Reported in Percentages)		
		Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently
172. Set up oxygen equipment	LPN	41.8	16.4	5.2	-	-	36.6	27.9	49.7	22.4
	NA	13.5	6.4	9.6	5.1	-	65.4	63.9	24.6	11.5
173. Regulate oxygen equipment	LPN	50.8	15.2	6.8	.8	-	26.5	11.4	56.6	31.9
	NA	11.7	8.4	6.5	3.9	-	69.5	63.5	26.0	10.5
174. Administer oxygen	LPN	55.7	13.0	3.8	-	.8	26.7	16.1	55.4	28.6
	NA	7.2	6.6	3.3	2.6	.7	79.6	68.7	23.6	7.7
175. Administer an electro-cardiograph	LPN	.8	.8	-	-	-	98.4	95.7	3.0	1.2
	NA	.6	.6	1.3	-	-	97.4	100.	-	-
176. Assist with electro-cardiograph	LPN	7.9	7.9	14.2	9.4	9.4	51.2	62.1	33.5	4.3
	NA	2.5	5.1	1.9	5.1	3.2	82.2	83.2	14.5	2.2
177. Take x-ray pictures	LPN	.8	-	-	-	-	99.2	98.8	.6	.6
	NA	6.4	4.5	3.8	3.2	.6	81.5	100.	-	-
178. Assist in taking x-ray pictures	LPN	6.3	5.5	12.6	6.3	13.4	55.9	64.8	32.1	3.1
	NA	7.6	6.3	7.0	5.7	7.6	65.8	74.4	20.6	5.0
179. Set up aspirator	LPN	37.0	17.0	8.1	4.4	.7	32.6	35.2	50.0	14.8
	NA	9.5	2.5	3.2	2.5	1.9	80.4	76.6	15.4	8.0
180. Aspirate patient	LPN	38.0	12.4	3.9	.8	-	45.0	38.0	45.4	16.6
	NA	3.9	2.6	2.6	1.3	1.3	88.4	90.9	5.7	3.4

TASK		Importance of Task as Rated by Registered Nurse (Reported in Percentages)						Frequency of Performance as Rated by Worker (Reported in Percentages)		
		Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently
181. Suction patient	LPN	53.4	16.5	2.3	.8	--	27.1	18.7	52.4	28.9
	NA	11.5	10.8	4.5	3.2	.6	69.4	84.4	10.6	5.0
182. Regulate flow of blood transfusions	LPN	28.1	16.4	.8	--	--	54.7	35.8	46.7	17.6
	NA	12.3	9.0	3.9	.6	.6	73.5	95.5	3.9	.6
183. Discontinue I. V. solutions	LPN	45.9	17.8	11.9	2.2	--	22.2	4.7	39.7	56.2
	NA	10.5	11.1	4.6	.7	--	73.2	86.0	12.4	1.7
184. Add additional solution to continue I. V.	LPN	26.4	9.3	--	--	--	64.3	37.1	28.7	34.1
	NA	.6	1.9	.6	1.9	1.3	93.6	96.0	3.4	.6
185. Start an I. V. solution	LPN	2.3	.8	--	--	--	96.9	97.5	1.9	.6
	NA	5.8	6.4	7.1	--	1.3	79.5	98.9	1.1	--
186. Check flow of I. V.	LPN	64.4	15.6	8.9	.7	--	10.4	1.8	24.9	73.4
	NA	24.5	11.0	9.7	1.9	.6	52.3	26.0	46.4	27.6
187. Set up bone fracture equipment	LPN	8.7	7.1	9.4	.8	5.5	68.5	84.0	13.6	2.5
	NA	5.8	3.9	6.5	1.3	.6	81.8	87.0	10.2	2.8
188. Assist in putting on braces	LPN	23.5	20.6	22.8	5.9	4.4	22.8	43.9	47.0	9.1
	NA	10.6	15.9	18.5	5.3	2.6	47.0	53.9	39.3	6.7
189. Adjust traction apparatus	LPN	13.4	12.6	17.3	1.6	2.4	52.8	31.7	54.3	14.0
	NA	5.9	3.3	3.9	.7	.7	85.5	55.2	38.1	6.6

TASK		Importance of Task as Rated by Registered Nurse (Reported in Percentages)						Frequency of Performance as Rated by Worker (Reported in Percentages)		
		Extremely Important	Very Important	Moderately Important	Slightly Important	Not Important	Not a Function of Occupation	Never	Occasionally	Frequently
190. Apply artificial limbs	LPN	21.6	22.4	16.0	8.0	5.6	26.4	60.8	34.8	4.4
	NA	9.0	9.0	12.8	5.1	3.8	60.3	83.6	14.7	1.7
191. Remove artificial limbs	LPN	21.9	23.4	19.5	1.9	6.3	18.0	56.9	38.1	5.0
	NA	9.6	6.2	11.5	5.1	3.2	64.1	80.3	18.3	1.1
192. Apply arm slings	LPN	35.5	28.3	21.0	8.0	1.4	5.8	12.4	71.8	15.9
	NA	14.0	14.0	14.6	5.1	3.8	48.4	34.6	48.6	16.8
193. Apply restraints	LPN	41.6	27.7	16.1	7.3	1.5	5.8	4.1	60.9	34.9
	NA	21.7	17.2	8.3	11.5	5.7	35.7	11.8	53.8	34.4
194. Apply tourniquet	LPN	30.4	11.9	6.7	.7	1.5	48.9	58.5	34.4	6.1
	NA	8.3	4.5	3.2	1.3	.6	82.2	83.9	12.2	3.9
195. Position patient	LPN	56.8	24.5	13.7	2.2	.7	2.2	.6	9.9	89.5
	NA	46.1	20.0	4.8	.6	1.8	26.7	3.8	23.5	72.7
196. Lift patient to bed, chair, or table	LPN	51.8	23.4	16.8	5.1	.7	2.2	3.5	15.3	81.2
	NA	50.9	21.2	10.9	6.1	1.8	9.1	2.6	20.6	76.7
197. Assist in restraining patient	LPN	39.9	26.1	26.1	3.6	.7	3.6	3.5	42.4	54.1
	NA	38.0	20.9	8.0	3.7	2.5	27.0	4.3	42.2	53.5
198. Transport patient in wheelchair or carriage	LPN	33.5	16.7	28.3	10.9	3.6	5.1	.6	19.8	79.7
	NA	39.5	19.2	9.6	2.4	3.6	25.7	1.1	18.4	80.5

APPENDIX D

THE PERCENTAGE OF REGISTERED NURSE SUPERVISORS WHO CONSIDER THE ITEM A FUNCTION OF LICENSED PRACTICAL NURSE, NURSE AIDE, AND SURGICAL TECHNICIAN, AND THE PERCENTAGE OF JOB HOLDERS WHO REPORTED PERFORMING THE FUNCTION

TREATMENTS

Items Rated	Registered Nurses Reporting Item a Function of Licensed Practical Nurse	Licensed Practical Nurse Reporting Item Performed	Difference
Above 50% by both			
Apply hot and cold compresses	98.0%	97.8%	.2%
Prepare hot and cold compresses	97.1%	98.3%	- 1.2%
Give enema	97.1%	97.1%	0
Give perineal care	97.0%	86.1%	10.9%
Check patients for bleeding	96.5%	100%	- 3.5%
Give sitz bath	96.4%	90.5%	5.9%
Check drainage tubes	95.7%	97.0%	- 1.3%
Apply binders	95.0%	94.2%	.8%
Care for colostomy	95.0%	86.8%	8.2%
Apply arm slings	94.2%	87.6%	6.6%
Assist patient in postural drainage	94.1%	76.8%	17.3%
Catheterize patient	90.7%	85.2%	5.5%
Change dressings	92.6%	99.4%	- 6.8%
Give oral hygiene to unconscious patient	92.0%	90.5%	1.5%
Apply rubber or cotton rings	92.0%	85.7%	6.3%
Check flow of I. V.	89.6%	98.2%	- 8.6%
Give post-partum care	89.3%	57.2%	32.1%
Administer vaginal douche	89.9%	75.4%	14.5%
Assist in putting on braces	87.2%	56.0%	31.2%

TREATMENTS

Items Rated	Registered Nurses Reporting Item a Function of Licensed Practical Nurse	Licensed Practical Nurse Reporting Item Performed	Difference
Above 50% by both (Cont.)			
Insert indwelling catheter	79.9%	73.5%	6.4%
Give urinary bladder irrigations	79.0%	81.6%	- 2.6%
Care for tracheotomy	73.5%	80.0%	- 6.5%
Apply Ace bandage	73.4%	96.4%	- 23.0%
Administer oxygen	73.3%	83.9%	- 10.6%
Suction patient	72.9%	81.3%	- 8.4%
Insert rectal suppositories	61.9%	59.8%	2.1%
Aspirate patient	55.0%	62.0%	- 7.0%
Above 50% by one or other			
Give breast care to new mother	87.5%	44.9%	42.6%
Remove artificial limbs	80.2%	43.1%	37.1%
Apply artificial limbs	73.6%	39.2%	34.4%
Start an I. V. solution	73.1%	2.5%	70.6%
Apply poultices and plaster	64.2%	24.8%	39.4%
Give urinary bladder instillations	61.0%	48.1%	12.9%
Insert vaginal suppositories	55.8%	38.4%	17.4%
Apply tourniquet	51.1%	41.5%	9.6%
Adjust traction apparatus	47.2%	68.3%	-21.1%
Remove fecal impaction	45.6%	56.6%	-11.0%
Regulate flow of blood transfusions	45.3%	64.2%	-18.9%

TREATMENTS

Items Rated	Registered Nurses Reporting Item a Function of Licensed Practical Nurse	Licensed Practical Nurse Reporting Item Performed	Difference
Add additional solution to continue I. V.	35.7%	62.9%	- 27.2%
Discontinue I. V. solutions	17.8%	95.3%	- 77.5%
Between 25% and 50% by both or by one or the other			
None			
Below 25% by both			
Remove nasal pack	10.9%	13.1%	- 2.2%

UNIT OPERATIONS

Items Rated	Registered Nurses Reporting Item a Function of Licensed Practical Nurse	Licensed Practical Nurse Reporting Item Performed	Difference
Above 50% by both			
Attend unit report	98.6%	99.4%	- .8%
Answer patient call	97.9%	99.4%	- 1.5%
Take notes on unit report	97.1%	95.8%	1.3%
Administer post-mortem care	97.1%	88.0%	9.1%
Assist in unit discharge procedure	95.4%	94.0%	1.4%
Perform unit admitting procedures	95.0%	97.1%	- 2.1%
Assist with unit admitting procedures	94.6%	97.6%	- 3.0%
Perform unit discharge procedures	93.4%	92.9%	.5%
Assist in enforcing visiting hours	91.9%	90.0%	1.9%
Make routine security check	88.9%	67.1%	21.8%
Deliver messages	81.0%	94.1%	- 13.1%
Collect and return items to central supply	71.1%	85.0%	- 13.9%
Make charge slips	60.0%	72.8%	- 12.8%
Make credit slips	56.5%	53.9%	2.6%
Count unit supplies	56.2%	58.8%	- 2.6%
Obtain patient signatures	51.1%	75.1%	- 24.0%
Above 50% by one or other			
Show babies	82.9%	45.5%	37.4%
Assist with newborn nursery admission procedure	79.8%	44.1%	35.7%

UNIT OPERATIONS

Items Rated	Registered Nurses Reporting Item a Function of Licensed Practical Nurse	Licensed Practical Nurse Reporting Item Performed	Differenc
Complete newborn nursery admission procedure such as footprints, weight, and bath	67.2%	43.4%	23.8%
Prepare requisitions for unit supplies	60.0%	72.8%	- 12.8%
Maintain unit supply level	46.7%	64.4%	- 17.7%
Fill out lab requisitions	27.6%	59.2%	- 31.6%
Process patient's valuables	5.0%	86.4%	- 81.4%
Fill out x-ray requisitions	27.6%	59.2%	- 31.6%
Between 25% and 50% by both			
Observe isolation techniques	44.1%	25.6%	18.5%
Deliver supplies	37.0%	49.7%	- 12.7%
Sort charge slips	33.6%	31.7%	1.9%
Record count	45.8%	45.7%	.1%
Between 25% and 50% by one or other			
Sort credit slips	33.1%	22.1%	11.0%

MEASURING-GATHERING DATA RECORDING - REPORTING

Items Rated	Registered Nurses Reporting Item a Function of Licensed Practical Nurse	Licensed Practical Nurse Reporting Item Performed	Difference
Above 50% by both			
Report observations	100 %	100 %	0
Report unusual incidents	100 %	98.8%	1.2%
Collect urine specimen	99.3%	100 %	- .7%
Put information on patient's chart	99.6%	98.3%	-1.3%
Take respiration	99.3%	100 %	- .7%
Take temperature	99.3%	100 %	- .7%
Record intake and output	99.3%	99.4%	- .1%
Record observations	99.3%	99.4%	- .1%
Measure intake and output	99.3%	98.3%	1.0%
Weigh patient	98.6%	98.3%	.3%
Report treatments to R. N.	98.6%	98.9%	- .3%
Perform clinitest	98.6%	97.1%	1.5%
Take pulse	97.9%	100 %	-2.1%
Collect sputum specimen	97.8%	96.4%	1.4%
Collect stool specimen	97.8%	97.0%	.8%
Record condition of skin	98.6%	98.8%	- .2%
Take blood pressure	98.6%	98.8%	- .2%
Record blood pressure	98.6%	98.8%	- .2%
Record appearance of body discharges	97.8%	98.2%	- .4%

MEASURING-GATHERING DATA RECORDING - REPORTING

Items Rated	Registered Nurses Reporting Item a Function of Licensed Practical Nurse	Licensed Practical Nurse Reporting Item Performed	Difference
Above 50% by both (Cont.)			
Record treatments	97.2%	97.4%	- .2 %
Record results of clinitest	97.1%	98.2%	- 1.1%
Record TPR	95.7%	100%	- 4.3%
Ask patient about condition	92.6%	95.3%	- 2.7%
Take vital signs following anesthesia	92.5%	90.9%	1.6%
Strain urine for stones	89.9%	92.9%	- 3.0%
Obtain an apical pulse	80.5%	93.0%	-12.5%
Write reports of incidents	76.6%	76.0%	.6%
Deliver specimen	67.2%	93.0%	-25.8%
Assist physician with rounds	65.4%	88.3%	-22.9%
Record medications	57.2%	52.4%	4.8%
Above 50% by one or other			
Take the fetal heart tone	52.0%	37.3%	14.7%
Between 25% and 50% by both			
None			
Between 25% and 50% by one or other			
Record doctor's orders	2.7%	27.1%	-24.4%

MEASURING-GATHERING DATA RECORDING - REPORTING

Items Rated	Registered Nurses Reporting Item a Function of Licensed Practical Nurse	Licensed Practical Nurse Reporting Item Performed	Differen
Below 25% by both			
Perform rectal examination of patient in labor	7.2%	1.8%	5.4%
Insert tube for gastric specimen	6.9%	5.5%	1.4%

POSITION AND TRANSPORT PATIENTS

Items Rated	Registered Nurses Reporting Item a Function of Licensed Practical Nurse	Licensed Practical Nurse Reporting Item Performed	Difference
Above 50% by both			
Assist patients in walking	97.8%	97.1%	.7%
Lift patient to bed, chair, or table	97.8%	96.5%	1.3%
Position patient	97.8%	99.0%	1.2%
Dangle patients	97.1%	97.7%	.6%
Position patient for meals	95.7%	95.9%	.2%
Assist in restraining patients	96.4%	96.5%	.1%
Transport patient in wheelchair or carriage	94.9%	99.4%	4.5%
Apply restraints	94.2%	95.9%	1.7%
Assist patient with exercises	93.3%	99.3%	6.0%
Adjust bed rails	92.0%	96.5%	4.5%
None Below			

PATIENT COMFORT AND PERSONAL SERVICES

Items Rated	Registered Nurses Reporting Item a Function of Licensed Practical Nurse	Licensed Practical Nurse Reporting Item Performed	Difference
Above 50% by both			
Shampoo patient's hair	98.7%	68.1%	30.6%
Make occupied bed	97.9%	99.4%	- 1.5%
Give oral hygiene	97.8%	97.1%	.7%
Care for patient's hair and nails	97.8%	95.3%	2.5%
Dress and undress patient	97.8%	98.8%	- 1.0%
Bathe patient	97.8%	94.4%	3.4%
Assist patients in eating	97.2%	97.1%	.1%
Give back rub	97.1%	95.9%	1.2%
Drape patient for examination	96.4%	94.7%	1.7%
Care for incontinent patient	96.4%	90.9%	5.5%
Furnish bedpan/urinal service	95.7%	98.2%	- 2.5%
Make post-operative bed	95.7%	92.9%	2.8%
Set up for religious rites	95.5%	71.0%	24.5%
Make unoccupied bed	92.2%	93.5%	- 1.3%
Read to patient	83.6%	75.0%	8.6%
Deliver flowers	61.7%	88.4%	-26.7%
Deliver mail	61.2%	88.3%	-27.1%
Run personal errands for patients	54.2%	86.9%	32.7%
Above 50% by one or other			
Bathe patient in oxygen tent	90.4%	42.2%	48.2%

No other ratings apply

MEDICATIONS

Items Rated	Registered Nurses Reporting Item a Function of Licensed Practical Nurse	Licensed Practical Nurse Reporting Item Performed	Difference
Above 50% by both			
Apply external medicine	81.9%	90.6%	- 8.7%
Above 50% by one or other			
Give oral medication	55.2%	47.2%	8.0%
Pour oral medication	55.2%	45.1%	10.1%
Put medication in eye, ear, or nose	51.5%	49.1%	2.4%
Assist in narcotic count	44.6%	52.7%	- 8.1%
Between 25% and 50% by both			
Administer narcotics	40.6%	32.3%	8.3%
Give intramuscular injections	33.8%	25.3%	8.5%
Compute fractional doses of medicine	32.8%	25.2%	7.6%
Order prescription from pharmacy	30.1%	42.0%	-11.9%
Make narcotic count	26.4%	33.7%	- 7.3%
Between 25% and 50% by one or other			
Give subcutaneous injections	29.3%	23.8%	5.5%
Carry out doctor's orders for medication or treatment	18.3%	31.2%	-12.9%

MEDICATIONS

Items Rated	Registered Nurses Reporting Item a Functior of Licensed Practical Nurse	Licensed Practical Nurse Reporting Item Performed	Difference
Below 25% by both			
Give immunizations	16.7%	8.6%	8.1%
Take verbal order from doctor for medication or treatment	13.2%	21.6%	- 8.4%

HOUSEKEEPING

Items Rated	Registered Nurses Reporting Item a Function of Licensed Practical Nurse	Licensed Practical Nurse Reporting Item Performed	Difference
Above 50% by both			
Clean utility area	61.9%	89.0%	-27.1%
Above 50% by one or other			
Wash glasses and pitchers	44.9%	72.5%	-27.6%
Clean discharged patient's unit	25.6%	51.2%	-25.6%
Between 25% and 50% by both			
Collect and return items to laundry	34.8%	32.3%	2.5%
Separate laundry	29.4%	39.3%	- 9.9%
Between 25% and 50% by one or other			
Stock laundry	23.5%	35.7%	-12.2%
Fold laundry	20.0%	30.1%	-10.1%
Disinfect bathrooms	15.8%	31.0%	-15.2%
Below 25% by both			
Dust floor in patient's room	5.3%	17.5%	-12.2%

SURGICAL PROCEDURES

Items Rated	Registered Nurses Reporting Item a Function of Licensed Practical Nurse	Licensed Practical Nurse Reporting Item Performed	Difference
Above 50% by both			
Assist with pre-operative care	93.2%	92.8%	.4%
Do pre-operative shaving	69.2%	57.0%	12.2%
Above 50% by one or other			
Assist physician in gowning	62.5%	28.0%	34.5%
Hold and hand instruments	50.0%	40.7%	9.3%
Between 25% and 50% by both			
Assemble instrument packs	44.1%	25.6%	18.5%
Sterilize instruments	38.2%	37.8%	.4%
Between 25% and 50% by one or other			
Scrub for obstetrics	48.0%	9.3%	38.7%
Scrub for surgery	44.5%	5.0%	39.5%
Circulate in operating room	42.7%	3.7%	39.0%
Prepare tray for prep team	40.0%	18.1%	21.9%
Operate autoclave	39.4%	24.2%	15.2%
Below 25% by both			
None			

TEACHING - RELATING INFORMATION

Items Rated	Registered Nurses Reporting Item a Function of Licensed Practical Nurse	Licensed Practical Nurse Reporting Item Performed	Difference
Above 50% by both			
Instruct patient in simple sygiene procedure	97.4%	97.6%	- .2%
Assist in teaching patient simple hygiene	94.7%	95.2%	- .5%
Above 50% by one or other			
Explain patient condition to family	19.8%	60.0%	- 40.2%
Between 25% and 50% by both			
Refer patient to social service agency	40.4%	31.5%	8.9%
Between 25% and 50% by one or other			
Teach patient to inject his own insulin	22.5%	16.3%	6.2%
Below 50% by both			
None			

NUTRITION

Items Rated	Registered Nurses Reporting Item a Function of Licensed Practical Nurse	Licensed Practical Nurse Reporting Item Performed	Difference
Above 50% by both			
Check food trays against patient diet list	85.6%	90.5%	- 4.9%
Feed babies	85.4%	55.8%	29.6%
Serve snacks	68.9%	83.4%	- 14.5%
Serve regular meals	58.3%	72.3%	- 14.0%
Provide water service	56.0%	89.1%	- 33.1%
Help patients plan for special diets	53.7%	61.0%	- 7.3%
Above 50% by one or other			
Put food on trays	77.9%	41.4%	36.5%
Prepare snacks	38.9%	66.1%	-27.2%
Between 25% and 50% by both			
Fill infant bottles	49.6%	35.3%	14.3%
Make diet substitutions	29.5%	48.1%	-18.6%
Between 25% and 50% by one or other			
Change diet from liquid to soft	24.1%	47.0%	-22.9%
Make infant formula	22.1%	26.2%	- 4.1%
Below 25% by both			
Prepare meals	13.2%	16.1%	- 2.9%

SET UP, OPERATE, AND SERVICE EQUIPMENT

Items Rated	Registered Nurses Reporting Item a Function of Licensed Practical Nurse	Licensed Practical Nurse Reporting Item Performed	Difference
Above 50% by both			
Empty cathether collection bag	94.9%	97.1%	- 2.2%
Regulate oxygen equipment	73.5%	88.6%	-15.1%
Set up aspirator	67.4%	64.8%	2.6%
Clean aspiration equipment	65.2%	72.8%	- 7.6%
Set up oxygen equipment	63.4%	72.1%	- 8.7%
Above 50% by one or other			
Set up croupette	54.9%	43.9%	11.0%
Clean oxygen equipment	49.0%	57.9%	- 8.9%
Between 25% and 50% by both			
Assist with electro-cardiograph	48.2%	37.8%	10.4%
Assist in taking x-ray pictures	44.1%	35.2%	8.9%
Service croupette	41.3%	41.3%	0
Between 25% and 50% by one or other			
Set up bone fracture equipment	31.5%	16.0%	15.5%
Below 25% by both			
Take x-ray pictures	7.8%	1.2%	6.6%
Administer an electro-cardiograph	1.6%	4.3%	-2.7%

POSITION AND TRANSPORT PATIENTS

Items Rated	Registered Nurses Reporting Item a Function of Nurse Aides	Nurse Aides Reporting Item Performed	Difference
Above 50% by both			
Lift patient to bed, chair, or table	90.0%	97.4%	-7.4%
Dangle patients	85.8%	93.6%	-7.8%
Assist patients in walking	81.9%	94.2%	-12.3%
Transport patient in wheel chair or carriage	74.3%	98.9%	-24.6%
Position patient	73.3%	96.2%	-22.9%
Assist in restraining patient	73.0%	95.7%	-22.7%
Position patient for meals	69.5%	91.4%	-21.9%
Adjust bedrails	69.1%	95.7%	-26.6%
Apply restraints	64.3%	88.2%	-23.9%
Assist patient with exercises	63.1%	61.2%	1.9%
None below			

PATIENT COMFORT AND PERSONAL SERVICE

Items Rated	Registered Nurses Reporting Item a Function of Nurse Aides	Nurse Aides Reporting Item Performed	Difference
Above 50% by both			
Furnish bedpan/urinal service	98.2%	98.4%	-.2%
Care for incontinent patient	96.4%	90.9%	5.5%
Give oral hygiene	93.9%	94.1%	-.2%
Care for patient's hair and nails	91.3%	83.6%	7.7%
Deliver flowers	86.8%	84.8%	2.0%
Assist patients in eating	86.4%	92.4%	6.0%
Make post-operative bed	85.7%	91.9%	-6.2%
Shampoo patient's hair	84.0%	58.1%	25.9%
Bathe patient	82.7%	95.2%	-12.5%
Dress and undress patient	84.5%	98.9%	-14.4%
Set up for bedside religious rites	82.6%	53.3%	29.3%
Make occupied bed	78.0%	97.3%	-19.3%
Read to patient	75.9%	68.0%	7.9%
Give back rub	73.3%	97.4%	-24.1%
Make unoccupied bed	73.0%	93.6%	-20.6%
Run personal errands	67.9%	91.4%	-23.5%
Bathe patient in oxygen tent	53.0%	57.3%	- 4.3%
Drape patient for examination	50.6%	72.3%	-21.7%

PATIENT COMFORT AND PERSONAL SERVICE

Items Rated	Registered Nurses Reporting Item a Function of Nurse Aides	Nurse Aides Reporting Item Performed	Difference
Above 50% by one or other			
Deliver mail	81.4%	18.6%	62.8%
No other ratings apply			

SURGICAL PROCEDURES

Items Rated	Registered Nurses Reporting Item a Function of Nurse Aides	Nurse Aides Reporting Item Performed	Difference
Above 50% by both			
Assist with pre-operative care	55.0%	65.7%	-10.7%
Above 50% by one or other			
None			
Between 25% and 50% by both			
Sterilize instruments	35.5%	34.1%	1.4%
Between 25% and 50% by one or other			
Assemble instrument packs	36.2%	17.7%	18.5%
Do pre-operative shaving	31.8%	11.1%	20.7%
Operate autoclave	30.7%	20.1%	10.6%
Prepare tray for prep team	29.1%	19.5%	9.6%
Below 25% by both			
Assist physician in gowning	15.9%	12.8%	3.1%
Scrub for surgery	8.6%	2.3%	6.3%
Hold and hand instruments	6.7%	21.8%	-15.1%
Circulate in operating room	6.6%	2.8%	3.8%
Scrub for obstetrics	4.6%	1.1%	3.5%

MEDICATIONS

Items Rated	Registered Nurses Reporting Item a Function of Nurse Aides	Nurse Aides Reporting Item Performed	Difference
Above 50% by both Above 50% by one or other Between 25% and 50% by both			
None			
Between 25% and 50% by one or other			
Apply external medicine	2.9%	39.3%	-36.4%
Below 25% by both			
Order prescription from pharmacy	23.9%	5.0%	18.9%
Put medication in eye, ear, or nose	22.2%	7.2%	15.0%
Make narcotic count	21.3%	4.4%	16.9%
Give immunizations	13.8%	0.0%	13.8%
Give intramuscular injections	13.3%	1.7%	11.6%
Give oral medications	11.4%	7.2%	4.2%
Give subcutaneous injections	10.6%	1.7%	8.9%
Pour oral medication	10.1%	1.7%	8.4%
Assist in narcotic count	7.9%	4.4%	3.5%
Take verbal order from doctor for medication or treatment	5.1%	4.9%	.2%
Administer narcotics	3.8%	.6%	3.2%
Carry out doctor's orders for medication or treatment	3.2%	12.9%	-9.7%
Compute fractional doses of medicine	3.1%	0.0%	-3.1%

NUTRITION

Items Rated	Registered Nurses Reporting Item a Function of Nurse Aides	Nurse Aides Reporting Item Performed	Difference
Above 50% by both			
Provide water service	81.7%	92.5%	-10.8%
Serve snacks	70.8%	70.5%	.3%
Prepare snacks	55.7%	57.4%	-1.7%
Above 50% by one or other			
Check food trays against patient diet list	45.5%	83.8%	-38.3%
Between 25% and 50% by both			
Serve regular meals	44.0%	44.9%	-.9%
Put food on trays	35.7%	28.1%	7.6%
Between 25% and 50% by one or other			
Feed babies	46.0%	20.2%	25.8%
Below 25% by both			
Fill infant bottles	18.1%	10.1%	8.0%
Help patients plan for special diets	16.0%	21.1%	-5.1%
Make infant formula	10.3%	4.5%	5.8%
Change diet from liquid to soft	5.1%	19.4%	-14.3%
Make diet substitutions	3.8%	18.2%	-14.4%
Prepare meals	2.0%	10.5%	-8.5%

TREATMENTS

Items Rated	Registered Nurses Reporting Item a Function of Nurse Aides	Nurse Aides Reporting Item Performed	Difference
Above 50% by both			
Give sitz bath	82.5%	75.4%	7.1%
Give enema	76.5%	85.6%	-9.1%
Apply "Ace" bandage	72.0%	79.7%	-7.7%
Apply binders	68.1%	76.0%	-7.9%
Give oral hygiene to unconscious patient	66.7%	53.2%	13.5%
Prepare hot and cold compresses	61.0%	81.8%	-20.8%
Check drainage tubes	53.2%	81.3%	-28.1%
Apply arm slings	51.6%	65.4%	-13.8%
Apply hot and cold compresses	50.6%	77.7%	-27.1%
Check patients for bleeding	50.0%	82.8%	-32.8%
Above 50% by one or other			
Insert vaginal suppositories	71.9%	0.0%	71.9%
Give perineal care	57.8%	44.1%	13.7%
Assist in putting on braces	53.0%	46.1%	6.9%
Check flow of I. V. (intravenous)	48.0%	74.0%	-26.0%
Apply rubber or cotton rings	45.7%	70.9%	-25.2%
Between 25% and 50% by both			
Give postpartum care	32.9%	36.9%	- 4.0%
Assist patient in postural drainage	35.9%	29.6%	6.3%

TREATMENTS

Items Rated	Registered Nurses Reporting Item a Function of Nurse Aides	Nurse Aides Reporting Item Performed	Difference
Between 25% and 50% by one or other			
Apply artificial limbs	39.7%	16.4%	23.3%
Remove artificial limbs	35.9%	19.7%	16.2%
Give breast care to new mother	32.1%	9.8%	22.3%
Suction patient	30.6%	15.6%	15.0%
Administer vaginal douche	29.9%	8.8%	21.1%
Apply poultices and plasters	29.9%	5.6%	24.3%
Give urinary bladder irrigations	28.4%	6.8%	21.6%
Catheterize patient	26.0%	5.7%	20.3%
Give urinary bladder instillations	24.5%	2.2%	22.3%
Administer oxygen	20.4%	31.3%	-10.9%
Care for colostomy	16.7%	26.7%	-10.0%
Change dressings	15.0%	42.4%	-27.4%
Adjust traction apparatus	14.5%	44.8%	-30.3%

TREATMENTS

Items Rated	Registered Nurses Reporting Item a Function of Nurse Aides	Nurse Aides Reporting Item Performed	Difference
Below 25% by both			
Insert rectal suppositories	21.0%	12.2%	8.8%
Start an I.V. solution	20.5%	1.1%	19.4%
Remove fecal impaction	18.2%	9.5%	8.7%
Apply tourniquet	17.8%	16.1%	1.7%
Discontinue I.V. solutions	16.8%	14.0%	2.8%
Regulate flow of blood transfusions	16.5%	4.5%	12.0%
Aspirate patient	11.6%	19.1%	-7.5%
Care for tracheotomy	7.1%	14.9%	-7.8%
Add additional solution to continue I.V.	6.4%	14.0%	-7.6%
Insert indwelling catheter	2.7%	3.4%	-.7%
Remove nasal pack	.9%	.6%	.3%

SET UP, OPERATE, AND SERVICE EQUIPMENT

Items Rated	Registered Nurses Reporting Item a Function of Nurse Aides	Nurse Aides Reporting Item Performed	Difference
Above 50% by both			
Empty catheter collection bag	85.3%	91.9%	- 6.6%
Set up aspirator	67.4%	64.8%	2.6%
Above 50% by one or other			
Clean apiration equipment	51.7%	46.4%	5.3%
Clean oxygen equipment	50.6%	35.9%	14.7%
Between 25% and 50% by both			
Set up oxygen equipment	34.6%	36.1%	-1.5%
Assist in taking x-ray pictures	34.2%	25.6%	8.6%
Regulate oxygen equipment	30.5%	36.5%	-6.0%
Between 25% and 50% by one or other			
Set up croupette	38.0%	11.9%	26.1%
Below 25% by both			
Service croupette	23.3%	10.3%	13.0%
Take x-ray pictures	18.5%	0.0%	18.5%
Set up bone fracture equipment	18.2%	13.0%	5.2%
Assist with electrocardiograph	17.8%	16.8%	1.0%
Administer an electrocardiograph	2.6%	0.0%	2.6%

TEACHING - RELATING INFORMATION

Items Rated	Registered Nurses Reporting Item a Function of Nurse Aides	Nurse Aides Reporting Item Performed	Difference
Above 50% by both			
Assist in teaching patient simple hygiene	91.6%	82.8%	8.8%
Instruct patient in simple hygiene procedure	81.5%	87.2%	-5.7%
Above 50% by one or other			
None			
Between 25% and 50% by both			
None			
Between 25% and 50% by one or other			
None			
Below 25% by both			
Teach patient to inject his own insulin	22.9%	1.1%	21.8%
Explain patient condition to family	17.9%	15.9%	2.0%
Refer patient to social service agency	9.6%	11.7%	-2.1%

HOUSEKEEPING

Items Rated	Registered Nurses Reporting Item a Function of Nurse Aides	Nurse Aides Reporting Item Performed	Difference
Above 50% by both			
Wash glasses and pitchers	68.7%	90.0%	-21.3%
Clean utility	80.2%	95.7%	-15.5%
Separate laundry	53.5%	60.5%	-7.0%
Above 50% by one or other			
Stock laundry	65.6%	47.6%	18.0%
Fold laundry	60.6%	39.7%	20.9%
Clean discharged patients unit	29.9%	62.2%	-32.3%
Between 25% and 50% by both			
Collect and return items to laundry	43.7%	49.7%	- 6.0%
Disinfect bathrooms	27.1%	35.2%	-8.1%
Between 25% and 50% by one or other			
None			
Below 25% by both			
Dust floor in patient's room	5.8%	16.7%	-10.9%

MEASURING-GATHERING DATA RECORDING - REPORTING

Items Rated	Registered Nurses Reporting Item a Function of Nurse Aides	Nurse Aides Reporting Item Performed	Difference
Above 50% by both			
Collect urine specimen	95.8%	99.9%	-4.1%
Report observations	95.3%	95.2%	.1%
Collect stool specimen	93.4%	96.6%	-3.2%
Perform clinitest	91.6%	90.9%	.7%
Collect sputum specimen	84.8%	80.3%	4.5%
Measure intake and output	84.2%	96.7%	-12.5%
Strain urine for stones	83.3%	69.9%	13.4%
Report unusual incidents	81.1%	93.0%	-11.9%
Deliver specimen	77.8%	95.7%	-17.9%
Report treatments to Registered Nurse	76.4%	78.0%	-1.6%
Weigh patient	73.2%	93.0%	-19.8%
Take respiration	73.2%	91.5%	-18.3%
Take pulse	73.1%	91.6%	-18.5%
Take temperature	73.1%	95.8%	-22.7%
Record temperature, pulse, and respiration	68.1%	78.1%	-10.0%
Ask patient about condition	64.3%	88.6%	-24.3%
Record intake and output	60.1%	73.9%	-13.8%
Record results of clinitest	55.8%	57.9%	-2.1%

MEASURING-GATHERING DATA RECORDING - REPORTING

Items Rated	Registered Nurses Reporting Item a Function of Nurse Aides	Nurse Aides Reporting Item Performed	Difference
Above 50% by one or other			
Record appearance of body discharges	53.0%	34.8%	18.2%
Between 25% and 50% by both			
Take blood pressure	45.8%	30.7%	15.1%
Record condition of skin	35.2%	33.7%	1.5%
Record treatments	30.2%	25.6%	4.6%
Record observations	29.0%	28.0%	1.0%
Between 25% and 50% by one or other			
Insert tube for gastric specimen	25.3%	7.3%	18.0%
Record blood pressure	16.7%	31.4%	-14.7%
Put information on patient's chart	11.3%	35.8%	-24.5%
Take vital signs following anesthesia	10.4%	32.4%	-22.0%
Obtain an apical pulse	5.8%	37.1%	-31.3%
Below 25% by both			
Write reports of incidents	19.6%	22.8%	-3.2%
Assist physician with rounds	17.3%	24.2%	-6.9%
Perform rectal examination of patient in labor	5.8%	0.0%	5.8%
Record medications	2.6%	2.8%	-.2%
Record doctor's orders	2.3%	4.4%	-2.1%
Take the fetal heart tone	2.0%	6.2%	-4.2%

UNIT OPERATIONS

Items Rated	Registered Nurses Reporting Item a Function of Nurse Aides	Nurse Aides Reporting Item Performed	Difference
Above 50% by both			
Answer patient call	98.2%	98.9%	-.7%
Deliver messages	89.1%	98.4%	-9.3%
Administer post-mortem care	83.4%	75.0%	8.4%
Perform unit discharge procedures	81.1%	81.7%	-.6%
Assist in unit discharge procedures	78.5%	89.3%	-10.8%
Assist with unit admitting procedures	78.2%	96.1%	-17.9%
Perform unit admitting procedures	77.3%	87.6%	-10.3%
Collect and return items to central supply	68.7%	93.6%	-24.9%
Process patient's valuables	67.5%	74.7%	- 7.2%
Attend unit report	67.3%	91.2%	-23.9%
Assist in enforcing visiting hours	66.3%	74.3%	-8.0%
Observe isolation techniques	65.4%	88.8%	-23.4%
Count unit supplies	62.3%	76.3%	-14.0%
Take notes on unit report	58.2%	79.1%	-20.9%
Deliver supplies	57.5%	62.0%	- 4.5%
Maintain unit supply level	51.2%	63.0%	-11.8%

UNIT OPERATIONS

Items Rated	Registered Nurses Reporting Item a Function of Nurse Aides	Nurse Aides Reporting Item Performed	Difference
Above 50% by one or other			
Make routine security check	37.5%	64.9%	-27.4%
Show babies	56.6%	11.1%	45.5%
Sort charge slips	52.6%	30.1%	22.5%
Obtain patient signatures	32.9%	50.3%	-17.4%
Between 25% and 50% by both			
Make charge slips	43.3%	48.9%	-5.6%
Prepare requisitions for unit supplies	37.3%	63.0%	-25.7%
Record count	35.7%	29.1%	6.6%
Between 25% and 50% by one or other			
Sort credit slips	30.1%	24.2%	5.9%
Make credit slips	19.2%	31.9%	-12.7%
Fill out lab requisitions	8.9%	30.7%	-21.8%
Below 25% by both			
Fill out x-ray requisitions	16.5%	19.0%	-2.5%
Assist with newborn nursery admission procedure	7.3%	3.6%	3.7%
Complete newborn nursery admission procedure such as footprints, weight, and bath	7.3%	3.6%	3.7%

MEDICAL-SURGICAL

Items Rated	Registered Nurses Report as Function	Actually Performed by O-R Technician	Difference
Above 50% by both			
Arrange instruments on Mayo stand	100.0%	100.0%	0.0%
Asked questions for clarification	100.0%	100.0%	0.0%
Drape basin stand, tables	100.0%	100.0%	0.0%
Assisted others in gowning	100.0%	98.9%	1.1%
Hand instruments	100.0%	98.9%	1.1%
Moistened sponges	100.0%	98.9%	1.1%
Read literature on operating room procedures	100.0%	98.9%	1.1%
Thread needle	100.0%	98.9%	1.1%
Assisted in draping patient	100.0%	97.8%	2.2%
Prepared sutures	100.0%	96.6%	3.4%
Anticipate surgeon's needs	100.0%	95.5%	4.5%
Assist with dressings	98.5%	100.0%	1.5%
Receive organs, tissue specimens	98.5%	100.0%	1.5%
Scrub hands/arms	98.5%	100.0%	1.5%
Cut sutures	98.5%	98.9%	.4%
Don cap/gown	98.5%	98.9%	.4%
Changed drape linens	97.5%	98.9%	1.4%
Arranged linens on linen table	97.1%	100.0%	2.9%
Arranged sutures	97.1%	100.0%	2.9%
Prepare dressing	97.1%	100.0%	2.9%

MEDICAL-SURGICAL

Items Rated	Registered Nurses Report as Function	Actually Performed by O-R Technician	Difference
Above 50% by both (cont'd)			
Arranged sponges	97.1%	98.9%	1.8%
Wipe instruments	97.1%	97.8%	.7%
Rinse instruments	97.0%	98.9%	1.9%
Arrange basins	95.6%	100.0%	4.4%
Receive additional linens	95.6%	100.0%	4.4%
Remove linens from patients	95.6%	100.0%	4.4%
Removed restrainers	95.6%	100.0%	4.4%
Hold retractor	95.6%	98.9%	3.3%
Restrain patient	95.6%	97.8%	2.2%
Rearrange instruments	95.6%	97.7%	2.1%
Sort instruments not to be used again during operation	95.6%	96.6%	1.0%
Unfold soiled, counted sponges	95.6%	93.3%	2.3%
Talk to patients	95.5%	97.8%	2.3%
Pour solutions	91.2%	100.0%	8.8%
Assisted in removal of gowns and gloves from others	91.2%	98.9%	7.7%
Assist in taping dressing over incision	91.2%	87.8%	6.6%
Hold organ/tissue	89.7%	97.7%	9.0%
Assist with sponge count	89.6%	97.8%	8.2%
Prepare sutures	85.3%	97.8%	12.5%
Applied hand pressure as directed by surgeon	85.3%	93.2%	7.9%

MEDICAL-SURGICAL

Items Rated	Registered Nurses Report as Function	Actually Performed by O-R Technician	Difference
Above 50% by both (cont'd)			
Moistened packing	83.3%	87.5%	4.2%
Sponged incision	82.4%	96.6%	14.2%
Label specimens	82.1%	93.3%	11.2%
Cut adhesive strips	80.6%	98.9%	18.6%
Count sponges	77.9%	97.8%	19.9%
Checked sponge count	77.6%	95.5%	17.9%
Identify specimens	76.5%	77.0%	.5%
Assist in sterile skin preparations	75.0%	87.8%	12.8%
Prepare sponges	72.1%	96.7%	24.6%
Shave operative area of patient	66.7%	87.6%	20.9%
Check drainage of catheter	66.2%	77.3%	11.1%
Assist in applying cast	65.7%	90.0%	24.3%
Help anesthetist hold patient in position	62.4%	97.8%	35.4%
Assist in applying plaster	61.8%	90.0%	28.2%
Cut surgical strips	60.3%	78.2%	17.9%
Assist in removing cast	56.7%	82.0%	25.3%
Place X-Rays on X-Ray view box	53.7%	98.9%	45.2%
Aspirated incision	51.5%	66.3%	14.8%
Hand tape to anesthetist	50.0%	83.3%	33.3%

MEDICAL-SURGICAL

Items Rated	Registered Nurses Report as Function	Actually Performed by O-R Technician	Difference
Above 50% by one or other			
Fill hypedermic syringe	48.4%	88.9%	40.5%
Assist in checking incoming supplies	41.8%	59.6%	17.8%
Checked position of catheter when moving patient	41.2%	77.8%	36.5%
Connected drainage tubing and plastic bag to catheter	41.2%	71.9%	30.7%
Count instruments	39.7%	87.5%	47.8%
Hold I. V. bottle for anesthetist	35.3%	85.2%	49.9%
Count sutures	29.9%	59.8%	29.9%
Prepare solution	29.4%	84.4%	55.0%
Tell patient of procedural intent	27.9%	58.0%	30.1%

None

POSITIONING/TRANSPORTING PATIENTS

Items Rated	Registered Nurses Report as a Function	Actually Performed by O-R Technicians	Difference
Above 50% by both			
Assist in positioning patient	97.1%	100.0%	2.9%
Lift patients	87.9%	97.8%	9.9%
Assisted in moving patient from operating table to carriage	89.7%	100.0%	10.3%
Hold patient's extremities in cast room	71.6%	93.3%	21.7%
Assisted in transfer of patient from operating room to recovery room	61.8%	86.8%	24.9%
Position awake patients in lithotomy in cysto room	60.3%	71.9%	11.6%
None			

OBTAIN EQUIPMENT/SUPPLIES

Items Rates	Registered Nurses Report as Function	Actually Performed by O-R Technicians	Difference
Above 50% by both			
Obtain sterilized linen packs	100.0%	100.0%	0.0%
Obtain sterilized basin set packs	97.1%	100.0%	2.9%
Obtain instrument packs	94.1%	100.0%	5.9%
Obtain suture packs	94.1%	98.9%	5.8%
Obtain solutions	92.5%	100.0%	7.5%
Obtain sponge packs	90.9%	100.0%	9.1%
Obtain equipment	89.7%	100.0%	10.3%
Obtain plaster in cast room	67.6%	93.2%	25.6%
Obtain blood	63.2%	85.6%	22.4%
Above 50% by one or other			
Obtain needed supplies for anesthetist	39.7%	85.4%	45.7%
None			

MAINTAIN EQUIPMENT/ SUPPLIES

Items Rated	Registered Nurses Reporting Item a Function of Surgical Technician	Surgical Technician Reporting Item Performed	Difference
Above 50% by both			
Wipe instruments, equipment	95.6%	98.9%	3.3%
Check instruments	94.1%	98.9%	4.8%
Soak special instruments	92.5%	100%	7.5%
Focus lights	91.2%	100%	8.8%
Clean instrument table, Mayo, , and prep stand	85.3%	98.9%	13.6%
Clean instruments	77.9%	98.9%	21.0%
Inspect equipment	72.1%	91.1%	19.0%
Sterilize instruments	72.1%	87.8%	15.7%
Test equipment	70.6%	97.8%	27.2%
Provide emergency equipment	69.1%	90.9%	21.8%
Clean special instruments in cysto room	60.3%	71.9%	11.6%
Lubricate equipment	52.2%	86.7%	34.5%
Soak optical devices in disinfectant for operative procedures	50.0%	84.4%	34.4%

None below 50% by both

HOUSEKEEPING

Items Rated	Registered Nurses Reporting Item a Function of Surgical Technician	Surgical Technician Reporting Item Performed	Difference
Above 50% by both			
Dispose of used and soiled linens	91.2%	97.8%	6.6%
Replenish supplies	91.2%	90.0%	1.2%
Empty/clean suction jar	83.8%	98.9%	15.1%
Remove equipment	83.8%	93.3%	9.5%
Clean operating room area	73.5%	98.9%	25.4%
Prepare germicides	50.0%	74.2%	24.2%
Above 50% by one or other			
Mop floors	14.9%	65.2%	50.3%
Below 25% by both			
Use housekeeping cleaning equipment	6.0%	17.9%	11.9%

ASSEMBLE EQUIPMENT/SUPPLIES

Items Rated	Registered Nurses Reporting Item a Function of Surgical Technician	Surgical Technician Reporting Item Performed	Difference
Above 50% by both			
Disconnect electrical-surgical unit	92.6%	100%	7.4%
Adjust electrical-surgical equipment	88.2%	100%	11.8%
Adjust negative pressure for suction apparatus	88.2%	100%	11.8%
Adjust lights	85.3%	98.9%	13.6%
Disassemble equipment	80.9%	100%	19.1%
Assemble drills	72.1%	98.9%	26.8%
Prepare plaster	72.1%	93.3%	21.2%
Prepare instrument packs	64.7%	93.3%	28.6%

None Below

ADMINISTRATIVE - CLERICAL

Items Rated	Registered Nurses Reporting Item a Function of Surgical Technician	Surgical Technician Reporting Item Performed	Difference
Above 50% by both			
Report defective equipment	98.5%	100%	1.5%
Report defective supplies	98.5%	98.9%	.4%
Report unusual happenings	98.5%	97.8%	.7%
Report shortages	98.5%	95.3%	3.2%
Stamped patient's name on necessary forms	91.2%	74.4%	16.8%
Receive instructions	91.0%	100%	9.0%
Verify correct patient	87.9%	92.1%	4.2%
Relay messages	84.4%	98.9%	14.5%
Write operative information on O-R forms	73.1%	89.8%	16.7%
Obtain O-R, IV, Drug, Anesthesia, Sponge Chart, Specimen, Surgeon forms	71.6%	90.0%	18.4%
Chart operative information	70.6%	85.1%	14.5%
Complete O-R forms	69.1%	89.9%	20.8%
Prepare specimen reports	66.2%	84.4%	18.2%
Hand-carry forms to pick-up station	52.9%	78.2%	25.3%
Sign O-R forms	51.5%	75.3%	23.8%
Above 50% by one or other			
Assist in inventory	43.3%	55.6%	12.3%
Instruct orderly personnel	41.5%	70.6%	29.1%
Prepare O-R charge slips	32.4%	64.0%	31.6%

REQUEST EQUIPMENT/SUPPLIES

Items Rated	Registered Nurses Reporting Item a Function of Surgical Technician	Surgical Technician Reporting Item Performed	Differenc
Above 50% by both			
Request additional supplies	92.6%	98.0%	6.3%
Request additional instruments	89.7%	94.4%	4.7%
Request special solutions	65.7%	93.3%	27.6%
Request equipment	65.7%	87.6%	21.9%
Request recovery bed	53.7%	87.6%	33.9%

None below 50% by both

APPENDIX E

RANKING OF ITEMS BASED ON THE SUM OF ITEM MEANS OF CRITICALITY AND FREQUENCY

SUMMARY*

Nurse Aide	Item	Licensed Practical Nurse
6.08	Furnish bedpan/urinal service	8.09
6.27	Report observations	6.96
6.36	Collect urine specimen	7.82
6.59	Answer patient call	7.24
6.62	Measure intake and output	7.35
6.69	Perform clinitest	7.70
6.72	Lift patient to bed, chair or table	7.83
6.75	Care for incontinent patient	7.85
6.87	Give oral hygiene	7.94
6.87	Collect stool specimen	8.40
6.89	Make occupied bed	7.57
6.92	Assist patients in eating	7.94
6.95	Bathe patient	8.74
7.00	Take temperature	7.08
7.08	Take pulse	7.13
7.08	Deliver messages	9.37
7.11	Take respiration	7.03
7.14	Empty catheter collection bag	8.04
7.16	Provide water service	10.31

* The sum of the means for criticality and frequency are used to provide a summary number for ranking the Nurse Aide to the Z scores. A constant of 5 was added to the scores to eliminate negative values.

Nurse Aide	Item	Licensed Practical Nurse
7.19	Make post-operative bed	8.06
7.20	Dangle patients	8.10
7.24	Transport patient in wheelchair or carriage	8.26
7.27	Position patient	7.55
7.30	Clean utility area	10.61
7.36	Adjust bed rails	8.13
7.44	Dress and undress patient	8.64
7.45	Deliver specimen	10.26
7.46	Position patient for meals	7.91
7.50	Assist with unit admitting procedures	7.98
7.52	Attend unit report	7.15
7.54	Instruct patient in simple hygiene procedure	7.49
7.57	Assist in teaching patient simple hygiene	8.02
7.57	Collect sputum specimen	8.46
7.57	Make unoccupied bed	8.31
7.64	Report treatments to R. N.	7.20
7.65	Assist with unit discharge procedures	8.56
7.65	Assist patients in walking	8.39
7.65	Weigh patient	7.76
7.73	Give enema	7.77
7.78	Assist in restraining patient	8.47

Nurse Aide	Item	Licensed Practical Nurse
7.80	Perform unit discharge procedures	8.29
7.82	Report unusual incidents	7.49
7.82	Perform unit admitting procedures	7.68
8.06	Strain urine for stones	8.72
8.09	Give sitz bath	8.64
8.09	Wash glasses and pitchers	11.51
8.12	Collect and return items to central supply	10.43
8.13	Record TPR	7.47
8.17	Ask patient about condition	7.92
8.26	Deliver flowers	11.03
8.26	Care for patient's hair and nails	9.02
8.32	Observe isolation techniques	8.28
8.33	Deliver mail	11.13
8.33	Record intake and output	8.33
8.40	Apply poultices and plasters	8.01
8.57	Administer post-mortem care	9.11
8.61	Take notes on unit report	7.76
8.65	Process patient's valuables	9.05
8.74	Prepare hot and cold compresses	7.84
8.81	Apply binders	8.34
8.82	Apply restraints	8.86
8.87	Check drainage tubes	7.68

Nurse Aide	Item	Licensed Practical Nurse
8.88	Set up for bedside religious rites	10.07
8.90	Check patients for bleeding	7.47
8.92	Give back rub	8.31
8.94	Serve snacks	10.48
9.06	Run personal errands for patients	11.43
9.06	Check food trays against patient diet list	8.56
9.12	Count unit supplies	11.42
9.14	Apply hot and cold compresses	7.80
9.18	Record results of clinitest	7.61
9.20	Assist with newborn nursery admission procedure	10.42
9.22	Assist in enforcing visiting hours	9.36
9.34	Shampoo patient's hait	10.44
9.41	Check flow of I. V.	7.95
9.43	Read to patient	10.98
9.51	Bathe patient in an oxygen tent	8.71
9.51	Assist with pre-operative care	8.48
9.56	Stock laundry	12.71
9.58	Separate laundry	12.47
9.59	Assist patient with exercices	9.21
9.64	Apply rubber or cotton rings	9.53
9.65	Drape patient for examination	8.83

Nurse Aide	Item	Licensed Practical Nurse
9.67	Deliver Supplies	12.11
9.70	Maintain unit supply level	11.33
9.77	Make routine security check	9.81
9.87	Apply arm slings	9.40
9.91	Give perineal care	8.78
9.94	Fold laundry	12.93
9.94	Record appearance of body discharges	7.57
10.00	Serve regular meals	10.33
10.03	Give oral hygiene to an unconscious patient	8.71
10.03	Prepare snacks	11.62
10.05	Prepare requisitions for unit supplies	11.15
10.07	Makr charge slips	10.43
10.07	Clean aspiration equipment	10.67
10.14	Clean oxygen equipment	11.54
10.23	Clean discharged patient's unit	12.25
10.30	Collect and return items to laundry	12.44
10.31	Obtain patient signatures	10.52
10.33	Assist in putting on braces	10.69
10.40	Take blood pressure	7.17
10.54	Sort charge slips	12.50
10.57	Feed babies	9.72
10.64	Show babies	11.11

Nurse Aide	Item	Licensed Practical Nurse
10.64	Sterilize instruments	11.25
10.65	Record condition of skin	7.82
10.84	Set up oxygen equipment	10.14
10.94	Record observations	7.00
10.95	Assist patient in postural drainage	9.19
10.96	Regulate oxygen equipment	9.39
10.98	Record count	11.83
11.01	Record treatments	7.11
11.02	Put food on trays	12.47
11.02	Give post-partum care	9.78
11.11	Disinfect bathrooms	12.90
11.16	Assemble instrument packs	12.11
11.18	Operate autoclave	12.45
11.32	Record blood pressure	7.27
11.32	Apply artificial limbs	11.17
11.35	Assist in taking x-ray pictures	12.36
11.36	Remove artificial limbs	10.94
11.36	Suction patient	9.52
11.40	Adjust traction apparatus	11.19
11.41	Make credit slips	11.22
11.42	Administer oxygen	9.47
11.44	Sort credit slips	12.77

Nurse Aide	Item	Licensed Practical Nurse
11.47	Administer vaginal douche	9.53
11.48	Do pre-operative shaving	10.83
11.49	Write reports of incidents	9.49
11.49	Put information on patient's chart	7.36
11.51	Apply ace bandage	9.80
11.52	Discontinue I.V. solutions	8.82
11.55	Give urinary bladder irrigations	8.91
11.55	Change dressings	7.77
11.55	Assist in narcotic count	11.28
11.57	Set up croupette	11.34
11.58	Prepare tray for prep team	12.66
11.59	Set up aspirator	10.41
11.59	Give breast care to new mother	10.11
11.60	Take vital signs following anesthesia	8.10
11.60	Insert rube for gastric speciment	13.50
11.60	Care for colostomy	8.73
11.62	Change diet from liquid to soft	12.11
11.63	Apply external medicine	8.82
11.66	Catheterize patient	8.68
11.67	Obtain an apical pulse	9.02
11.71	Regulate flow of blood transfusions	10.95
11.72	Assist physician with rounds	10.24

Nurse Aide	Item	Licensed Practical Nurse
11.72	Explain patient condition to family	12.00
11.72	Insert rectal suppositories	10.45
11.74	Fill out x-ray requisitions	11.90
11.75	Give urinary bladder instillations	10.65
11.78	Apply tourniquet	11.43
11.78	Service croupette	11.91
11.79	Help patients plan for special diets	11.12
11.82	Teach patient to inject his own insulin	12.82
11.82	Fill infant bottles	11.63
11.82	Order prescription from pharmacy	12.01
11.84	Fill out lab requisitions	11.32
11.88	Set up bone fracture equipment	12.76
11.95	Assist with electro-cardiograph	12.11
11.96	Assist physician in gowning	11.64
11.97	Put medication in the eye, ear, or nose	10.60
11.99	Make narcotic count	12.10
12.04	Start an I. V. solution	13.69
12.06	Hold and hand instruments	11.60
12.11	Care for tracheotomy	9.59
12.14	Take x-ray pictures	13.79
12.14	Aspirate patient	10.68
12.16	Make diet substitutions	12.04
12.17	Remove fecal impaction	11.40

Nurse Aide	Item	Licensed Practical Nurse
12.20	Make infant formula	12.20
12.21	Refer patient to social service agency	12.19
12.26	Give oral medication	5.53
12.28	Give immunizations	13.07
12.29	Dust floor in patient's room	13.45
12.34	Scrub for surgery	12.32
12.34	Give subcutaneous injections	12.24
12.34	Carry out doctor's verbal orders for medication or treatment	12.48
12.35	Complete newborn nursery admission procedure: Footprints, Weight, Bath	10.69
12.38	Pour oral medication	10.56
12.39	Circulate in operating room	12.37
12.42	Give intramuscular injections	12.01
12.43	Take verbal order from doctor for medication or treatment	12.90
12.43	Prepare meals	13.32
12.46	Add additional solution to continue I. V.	10.99
12.47	Take the fetal heart tone	11.33
12.48	Scrub for obstetrics	12.08
12.49	Insert indwelling catheter	9.38
12.53	Record doctor's orders	12.26
12.54	Record medications	10.23

Nurse Aide	Item	Licensed Practical Nurse
12.55	Perform rectal examination of patient in labor	13.58
12.58	Compute fractional doses of medicine	12.12
12.58	Administer narcotics	11.51
12.61	Administer an electro-cardiograph	13.72
12.63	Insert vaginal douche	11.28
12.64	Remove nasal pack	13.30